

Allison Rocca, CMP

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To Whom It May Concern:

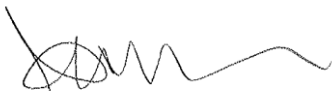
Please accept my application for a Meeting Manager position within your organization. The description for these roles parallel my multi-dimensional event planning and hospitality experience. I am certain my skills would be an asset to your organization. I have knowledge in medical device companies, event management, trade shows, sales, marketing, public relations, food and beverage, customer service and hotel operations.

Within my sales, conference and trade show roles, I am the key planner for logistics from contract signature through on-site execution. For each event, I act as the liaison for clients and vendors and manage multiple tasks simultaneously. These tasks include: pre-event contract negotiation, site visits, objection resolution, travel and reservation coordination, meeting agenda, event resumes, meeting room diagrams, banquet event orders, budget reconciliation, and critical post-event follow up to ensure final invoice accuracy and client feedback.

In addition to my professional experience, I demonstrate strong leadership and project management skills. I am proficient in Microsoft Office, meeting management and vendor sourcing tools (Delphi, C-Vent, StarCite, Workfront), Mac and PC operating systems and social media platforms (Twitter, Instagram, Facebook, Pinterest and Hootsuite). I am energetic, motivated, fun and equipped with an extremely strong work ethic, striving to exceed expectations in all situations. As of January, 2018, I earned my Certified Meeting Professional (CMP) designation. My passion for planning events makes me a very strong candidate for positions of this caliber.

I look forward to the opportunity to further discuss my candidacy at your convenience. Thank you for your time and consideration.

Sincerely,



Allison Rocca