



Jennifer Farrell

Event Operations Manager

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Merseyside, UK

About Me

Hey, I'm Jen! A live event professional with 5 years of experience in planning and running a variety of different events. Personally, I'm a very ambitious person, I like to strive to always do better and develop myself as much as possible. I'm confident in managing large teams as well as in self-management to ensure work is carried out on time and to a high standard.

Skills

- Project Management
- Virtual Production
- Budget and Financials
- CAD & Vectorworks
- Operations & Logisitics
- Recruitment & Training

Education

MA Live Event Design
Backstage Academy - 2022

Birkenhead Sixth Form
2008 - 2010

Prenton High School
2003 - 2008

References

Available on request

Work Experience

Aug - 2022

Present

Event Production Manager

Developing event logistics, operation, and production plans for Legal Geeks yearly events and leading conferences for up to 2500 delegates across the UK and North America, as well as managing budgets, business operations, recruitment, and training. Working closely with the CEO and Director to market events and adapt and build the business to generate growth.

Jan - 2018

Aug - 2022

Senior Event Manager - ACC Liverpool

My role looked after the operations and planning for events across 3 major venues in Liverpool. The M&S bank arena, Exhibition, and Conference center. As well as the day-to-day and live event operations, responsibilities included initial client sales meetings, building production plans, costing, and budgeting, with this, also included staffing, training and recruitment. This role also meant building a close relationship with the facilities team in order to work together to make the events come together.

July - 2020

Sept - 2021

Project Lead - Sodexo - North West - COVID-19 Redeployment

Adapting operating procedures from the Army and mobilizing contract handover from other service providers, which had to be adjusted and altered to fit our company policies. As well as this, my role looked after the operations and management of 34 Covid-19 mobile test units deployed to city hot spots to support the NHS track and trace operation on behalf of the DHSC.

June - 2016

Jan - 2018

Area Manager - Boparan - North West

Based in busy shopping centers across the North West, I lead a number of high-volume restaurants with average sales of 45k per week per site. Overseeing a team of 100 and all business controls such as KPI, PnL, Budgets, and local marketing. As part of my role, I assisted in the development and training of new general managers for additional sites to ensure company standards and operations were successfully rolled out

2014 - 2016

General Manager - JD Weatherspoon's Ellesmere Port, Cheshire

2011 - 2014

Bar & Restaurant Manager - The Courtyard Oxton Village, Wirral

2009 - 2011

Bar Supervisor - Revolver Nightclub Birkenhead, Wirral