

Hannah E. Hall

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WORK EXPERIENCE

Banks Sadler/ American Express Global Business Travel | New York, NY/ Virtual

Project Manager: March 2019 – Present

Venue Sourcing Associate: March 2017 - Present

Events Intern: June 2016 – August 2016

- Provide a consultative relationship between my team and the client
- Present creative solutions to clients for their event needs
- Global hotel and vendor sourcing using Cvent
- Negotiation of rates and concessions to achieve cost savings for clients
- Review, negotiate and execute vendor contracts on client's behalf
- Proposal building and management
- Budget creation and management through event's life cycle
- Pre and post event delegate management
- On-site support for client meetings and events
- Assist in on-boarding and training new team members
- Responsible for ordering supplies and general office administration
- Book pre-event and event travel

Markets Group | New York, NY

Operations Associate: September 2016 – March 2017

- Hotel sourcing and event logistics for a roster of 100+ annual events
- Pre and post event food and beverage management
- On-site management for events
- Booked pre-event and event travel
- Assisted in on-boarding and training new team members
- Responsible for ordering supplies and general office organization
- Paid company bills and expense reimbursements
- Organized team outings/ events

INTERNSHIP EXPERIENCE

Darin Pfeiffer Consulting | New York, NY

Special Events Intern June 2016 – May 2018

- Work press and event check-in
- Assist with press materials
- Escort talent on the red carpet

ArtsKC Regional Arts Council | Kansas City, MO

Development and Event Management Intern: January 2016 – May 2016

- Assisted in the planning, promotion, and execution of major fundraising events
- Coordinated meetings for office directors
- Built relationships with local businesses to secure event funding and donations

EDUCATION

University of Kansas

Bachelor of Science in Journalism, strategic communication emphasis
Minor in Business

Event Leadership Institute | Fall 2015

Event and Meeting Management Fundamentals certificate