

# Kristine Morgan, CMP

512-565-4050

kdavison99@hotmail.com

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## MEETING AND EVENT MANAGER

Dynamic, ROI-driven meetings management professional with a passion for excellence and keen eye for detail. Superior at leveraging professional relationships and maximizing budget dollars. Effectively interacts with all management levels.

- Site Selection
- Contract Negotiation
- Onsite Management
- Registration Management
- Housing Management
- Travel and Transportation
- F&B Selection
- Trade Shows
- Budget Management

### Notable Achievements

- MPI-CAC Tomorrow's Leader award, 2009-2010 MPI Year.
- MPI-CAC (Meeting Professionals International-Chicago Area Chapter) Chapter Leader of the Month, January 2010
- Published in *ThisWeek*, Association Forum of Chicagoland weekly e-newsletter, May 2009.
- Published in *Latitudes*, Hyland Group monthly e-newsletter, December 2008.

### Meeting Management Experience

#### **APICS The Association for Operations Management**

Chicago, IL

July 2008-Present

##### **Meetings Management Consultant, July 2010-Present**

##### **Meetings Manager, July 2008-July 2010**

- Key on-site contact for Convention Center Event Coordinator and Catering for Annual Conference.
- Write all meeting specs for Annual Conference, including convention center and headquarters hotel breakouts and F&B events.
- Coordinate with hotel/venue event services staff on Banquet Event Orders and guarantees.
- Manage housing room blocks for pickup and watch for possible attrition.
- Manage various expenses to budget.
- Company travel administrator for American Express Travel.
- Meetings ranging in size from approximately 15 attendees for smaller internal/committee meetings to approximately 1500 for annual conference.

#### **Media Financial Management Association – formerly Broadcast Cable Financial Management Association**

Northfield, IL

July 2007-July 2008

##### **Meetings Manager**

- Write RFPs and send to CVBs and hotel National Sales Offices to collect bids for meetings.
- Manage room blocks for pickup and watch for possible attrition.
- Work with hotel/venue event services staff on all logistics regarding room sets and F&B.
- Manage Continuing Professional Education (CPE) program. MFM is a member of the NASBA (National Association of State Boards of Accountancy) National Registry of CPE sponsors, ID# 103201.
- Manage production of printed materials such Conference Guide for Annual Conference as well as the Exhibitor Guide.
- Exhibits manager for Annual Conference.
- Meetings ranging in size from approximately 24 attendees for a typical board meeting to over 300 for annual conference.

**Austin Convention and Visitors Bureau**

Austin, TX

April 2006-May 2007

**Convention Services Manager, October 2006-May 2007**

**Convention Services Coordinator, April 2006-October 2006**

- Provide exceptional service for groups of up to 200.
- Conduct and assist with off-site venue site visits with clients.
- Act as a customer advocate when referring clients to local venues and vendors.
- Manage and update convention awareness programs.
- Utilize New Media Gateway database system to request actualized group pickup.

**Holiday Inn Select**

San Antonio, TX

May 2000-December 2001

**Sales Administrative Assistant, April 2001-December 2001**

**Catering Administrative Assistant, September 2000-April 2001**

**Reservations Sales Agent, May 2000-September 2000**

- Support sales team of five.
- Arrange events with clients from planning to payment.
- Process reservations for group and individual travelers.

Additional Employment Background in Home Healthcare

**AccuMed Home Health of Texas, Inc.**

Austin, TX

December 2001-April 2006

**Office Manager**

- Provide administrative support to company CEO, COO, CFO, and National Marketing Director.
- Coordinate all aspects of all company meetings nationwide.
- Other duties included making travel arrangements, submitting biweekly payroll, processing accounts payable, managing petty cash reconciliation and various office duties as needed.

Education

**Texas A&M University** – BS Recreation, Park and Tourism Sciences - College Station, TX - May 1999

**Convention Industry Council** – Certified Meeting Professional (CMP), February 2010

**Job Specific Learning/Conferences and Workshops Attended**

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|---|--|---|
| ▪ MPI MeetDifferent 2009 & 2010               | ▪ MPI World Education Congress 2009 & 2010           | ▪ MPI-CAC Annual Education Conference 2008-2010 |
| ▪ MPI Meetings Without Borders, November 2008 | ▪ MPI Strategic Value of Meetings & Events, May 2010 | ▪ ASAE Hotel Operations Program, April 2010     |

Affiliations/Involvement

MPI-THCC (Meeting Professionals International-Texas Hill Country Chapter), July 2010-present.

TSAE (Texas Society of Association Executives), July 2010-present.

ASAE, April 2008-Present

MPI-CAC (Meeting Professionals International-Chicago Area Chapter), December 2007-July 2010

- Served as a Mentor for the Peer-to-Peer Committee, 2008-2009.
- Holiday Party Committee: Member, 2008-2010. Committee Co-Chair for 2009-2010
- Nominated for Tomorrow's Leader, 2008-2009.
- Nominated for Planner Member of the Year, Chapter Leader of the Year, and Tomorrow's Leader, 2009-2010 MPI year.

Association Forum of Chicagoland, August 2007-Present.

- Meeting Professionals Shared Interest Group (SIG) Co-Chair, April 2008-March 2010.