

# MADISON MOORE

DALLAS, TEXAS | 602.363.2084 | MADISONTAYLERMOORE@GMAIL.COM  
SEARCHING FOR A POSITION IN THE MIAMI AREA

Experienced Event Specialist with a background in luxury hospitality, with a demonstrated history of success in event production, sales, and operations. Skilled in Event Planning and Execution, Logistics, Management, VIP Hospitality, Marketing, and Social Media Management.

## WORK EXPERIENCE

### EVENT PRODUCTION MANAGER

Freelance | NYC / LA / Austin / Dallas

July 2017 - Current

- **Elite Destination Management** - Produces multi-million dollar, week-long programs including private concerts by major acts while acting as a guest concierge for multiple clients named on The World's Billionaires List by Forbes
- **Global Event Production** - Communicates with vendors, obtain costs, operates under rules and regulations of venues, orders services, creates event timelines, and provides on-site support

### CATERING SALES MANAGER

HALL Arts Hotel | Dallas, Texas

September 2021 - October 2022

- **Social & Corporate Event Production** - Coordinated, Planned, and Executed over 400 events in the #2 ranked hotel in Dallas. Events included Weddings, Film Festivals, Corporate Offsites, Fundraisers, and Private Events. Past clients include Ferrari, Bentley, Finnair, Briggs Freeman Sotheby's, Goldman Sachs, JP Morgan Chase, American Express, Gucci, Chanel, HALL Wines, and HALL Group
- **Ownership & VIP Event Management** - Built personal and lasting relationships with hotel owners and high net-worth individuals while managing luxury events as the liaison for the hotel's multi-million dollar residences
- **Catering Sales** - Interfaced with high-profile clients and industry planners, while effectively using business communication and negotiation skills to sell six event spaces, generating over \$1,000,000 in event revenue YTD

### LUXURY REAL ESTATE AGENT

The Harvey Team, Ebby Halliday Realtors | Dallas, Texas

December 2020 - September 2021

- **DBest 2021 Top Producing Agent**
- **REALTOR** - Conducted open houses to help market for-sale properties, Developed positive and trusting relationships with customers by addressing individual needs, Coordinated mortgage loans, sales contracts, and transfers of title with industry professionals, Successfully navigated clients through the luxury home buying process

### EVENT SALES MANAGER

Rosewood Mansion on Turtle Creek | Dallas, Texas

February 2020 - August 2020

- **Wedding & Social Event Production** - Responsible for all aspects of events ranging from 12 to 500 guests from conception, planning, inter-department communications for the execution of the event, and post-event follow-up. Deliverables included banquet event orders, venue contracts, and group resumes
- **Banquet Sales** - Enforced pricing policy of the property, ensured proper payments for services rendered, and executed sales and marketing plans to enhance revenue

### PRIVATE EVENTS LEAD, WEWORK

The We Company | New York, New York.

December 2018 - February 2020

- **Operations & Production** - Oversaw all production-related operations for over 180 client events in a Class A building in New York City. Past productions include: ESPN Film Shoots, Hennessy Commercial Shoots, IPO Investor Events, Executive Conferences, Social and Corporate Events
- **Venue Sales & Management** - Produced and executed contracts and bookings totaling to \$500,000 of venue sales while successfully managing the largest revenue grossing venue in the WeWork Tri-State Private Events portfolio
- **Staff Management** - Developed manuals and training programs later implemented across global markets for On-Site Event Managers while effectively managing a team of event staff

### SPECIAL EVENTS PRODUCER

Silhouette Group | New York, New York

August 2015 - July 2017

- **Event Coordination** - Created detailed, agency-wide production schedules for events that range from 15 to 2,000 guests with budgets between \$50,000-1.7 million. Maintained client hospitality throughout event programming, by assisting and supporting internal needs while efficiently troubleshooting onsite challenges
- **International Travel Coordination** - Procured, organized, and managed large-scale transportation nationally and internationally. Past coordination includes private vehicles, buses, shuttles, private jets, helicopters, and yachts

## EDUCATION

### FASHION INSTITUTE OF TECHNOLOGY

Bachelor of Science in Advertising and Marketing Communications

### COLLÈGE INTERNATIONAL DE CANNES

French Studies - Limited Professional Proficiency