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**David Milligan**

I am a highly dedicated and self-motivated Event Management student at Leeds Beckett University, with my main areas of interest being Marketing, Recruitment & Health and Safety. Teamwork is one of my strengths, which has developed during my time as a football coach. I relate well with others and can work well with people of different backgrounds. Much of this comes to me naturally through my experience as school council representative and Head of House, also my past position of Course Rep at University. As can be seen below from my various work experience and volunteering roles, I believe I have the necessary drive and commitment to excel in a range of roles.

**Education**

**BA Hons Event Management - September 2018 to present**

**1st year:** Attained grade – 1st

**2nd year:** Attained grade – 1st

**Completed relevant modules-** Creative Event Marketing/ Creative Entrepreneurship/ Event Planning/ Managing Event Organisations.

**Strangford College, Abbey Road, Carrowdore, County Down, BT22 2GB – September 2011 to June 2018**

**A-level:** Business Studies (Distinction\*), Travel and Tourism (C), Performing Arts (C)

**GCSE:** Art, Drama, English, Science, (AABB) and 3 additional GCSEs grade C or above.

**Job History**

**SK Group (Promotions)- Team Leader (Part Time)- 2019 to Present**

SK Group are a promotional company who work in connection with large branch’s, such as Dominos Pizza and Tim Horton’s. As Team Leader it is my responsibility to recruit and communicate with staff, ensure attendance numbers are met and communicate both with my Managers, Team and with the Client. This role has made me more adaptable, showed that a positive attitude doesn’t go unnoticed and the importance of good quality staff retention in a part time workforce.

**Event Staff (Part Time) Leeds Beckett University- December 2018 to Present**

As part of the Event Staff team at university my role includes a range of elements; preparing the event site to welcoming guests and visitors, signing them in using the Eventbrite service to volunteering to be Beckett Bear (the University Mascot), being interactive for potential students attending events. This role is allowing me to develop a good understanding of customer service, taking questions providing solutions and managing attendee expectations. It has improved my negotiation skills and people management skills.

**Student Experience Staff - Leeds Beckett University - Sep 2018 to August 2019**

As part of the student Experience team at University I led a small event team. We created and provided a range of events to appeal to students in our Halls of Residence, for up to 100 people. A few of the events we provided were; Rock and Roll Bingo, Themed Quiz Nights, Bush Tucker Challenges and Pumpkin Carving. This role was very rewarding, it brought people together and gave students something to look forward to. It improved my understanding of customer needs, budgeting skills and how to market efficiently.

**Volunteering/ Experience**

**Hotel Representative - I Love Tour 2019**

In this role, I was Hotel Rep for 2 weeks at a hotel in Rimini, Italy. I was the first point of contact for students in my assigned hotel. I had to communicate with people who only spoke Italian, which was very challenging. I had to deal with complaints and damages and implement crowd control measures, for up to 1500 people over the two weeks. This experience was very eye opening for me, communicating with and being available to help people, many of which were a lot older than me gave me confidence in my organisation and planning skills.

**Formal Events- 2016 and 2018**

I led a team to create and deliver an End of Year Ball on two occasions. These were two memorable nights, both organised for over 100 people. Throughout the process I was in constant communication with guests, venues, transport companies and photographers. During these experiences I developed my skills in the following areas; customer service, budgeting, negotiation, communication, managing expectations and contingency planning.

**Jane Clyne’s Event Management – 2018**

Working with a team that delivered The Yorkshire Children of courage awards, which was for over 500 people. I led table plan arrangements, welcomed guests, organised raffles and followed a very detailed production schedules. This experience taught me some of the pressures and stress events can bring, how to think on my feet, and encouraged me to critically evaluate my event experiences.

**Leeds West Indian Carnival Awards - November 2019**

Health and Safety Officer. This required me to plan risk assessments, both for staff and attendees, and provide a safety briefing to these groups on the event day. On the day of the event, the event manager had to leave and so I was asked to step up to this role. I managed my team well and made important decisions.

**Awards and Certificates**

* I have experience coaching goalkeepers at my local football club (Ards FC Academy) and recently completed my level 1 in Talent Identification with the FA (English Football Association).
* I acquired my BIIAB level 2 personal license- allowing me to request a license to sell alcohol on a premise.
* I recently completed the **‘Explore Enterprise’** 6-week programme with the Prince’s Trust and hope to set up my own business and work with them to achieve this.
* I completed a three day Marketing Internship with Internship Experience UK and Bright Network.
* I was presented with an **Esprit De Corps** award during my final year in school for my contribution and approach to school life-this says a lot about the type of person I am as I have an extremely positive approach towards everything I do.

**Referees**

Emma Gilbert (Event Staff Supervisor)

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