

# CHLOE KIRKWOOD

## PROFILE

Experienced events assistant with a proven track record at the Piece Hall, Halifax, where I managed and executed a diverse range of events over the past two years, including artist liaison duties and personally led projects.

Graduated from the UK Centre of Events Management with a degree in Event Operations and Production Management, I bring expertise in team leadership, meticulous planning, and seamless event coordination to create impactful and memorable experiences. Passionate about delivering excellence and innovative solutions in event management.



Halifax, West Yorkshire



Chloe-Kirkwood-LinkedIn



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## EXPERIENCE

### SENIOR EVENT ASSISTANT & THE PIECE HALL EVENT MANAGEMENT TEAM *The Piece Hall Trust* 2022 - PRESENT

- I oversee project administration by compiling contract details, inputting data onto spreadsheets, and keeping key documents and trackers regularly updated.
- I developed and maintained accurate P&L accounts for various events on both a small and large scale.
- Developed event management plans and contribute to the operational aspects of the events by liaising with suppliers and maintaining relationships.
- Worked closely with artists, companies, and promoters where needed to deliver projects and ensure their requirements are met, and they experience positive support and services.
- I actively take on a hands-on-role during delivery of projects - with a very specific attention to detail relating to elements the audience or client will interact with.

### ARTIST LIAISON *Futuresound Group & The Piece Hall* 2022 - PRESENT

- I worked closely with artists and their teams to ensure all basic operational and logistical requirements are met.
- Responsibilities included organising and securing accommodation, transport, and any technical requirements on behalf of the artists with the venue team.

### FOOD AND BEVERAGE ASSISTANT

*Holdsworth House Hotel and Restaurant*  
OCTOBER 2019 - SEPTEMBER 2023

- My role consisted of supporting with event setups, managing guest requests, and ensuring smooth operations in both dining and bar areas to deliver high-quality customer service.
- I delivered attentive and efficient service during a variety of functions such as weddings, conferences, private meetings, and small celebrations while handling tasks such as waitressing, bartending, and resolving guest issues promptly to maximise customer satisfaction.

## EDUCATION

### EVENT OPERATIONS AND PRODUCTION MANAGEMENT

UKCEM - Leeds Beckett University  
2020 - 2024  
2:1

### EXTENDED DIPLOMA IN BUSINESS STUDIES LEVEL 3

Calderdale College  
2019 - 2020  
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## QUALIFICATIONS

### CONGRESS PROJECT MANAGEMENT

IPACO  
2024



### IOSH MANAGING SAFELY

HSQE Limited - Vital Skills  
2024



### CUSTOMER SERVICE EXCELLENCE

Rise at Calderdale College  
2023



## SKILLS

- Customer Service
- Planning & Tracking
- Client & Supplier Relations
- Budget Management
- Leadership
- Project Management
- Problem Solving
- Risk Management
- Multi-Tasking