

JAMIE V. COWLING

Executive Travel Director / On-Site Meeting Manager



ON-SITE SPECIALIZATION

If your needs require professional on-site services, I'm here for you! With over 13 years in program planning and on-site operations experience, I have a proven track record and am eager to work with you to ensure the success of your program. You name the area of expertise, and I'll provide you with the energy and professionalism you require.

QUALIFICATIONS

I have had the pleasure of planning, organizing, and directing local, nationwide, and international events in fast-paced environments. These events include high-end incentive programs, meetings and comprehensive National Annual Conferences including corresponding tradeshow. My expertise includes leading teams empowered to carry out established tasks, goals and objectives. I establish trust and rapport while building long term, positive relationships with clientele, vendors, colleagues, and volunteers. I take the initiative to thoroughly review information provided in advance and will represent your company with professionalism, and confidence. As an enthusiastic, positive, hard working advocate of your company I bring a service-oriented style to ensure a positive experience for the organizers and attendees.

EXPERIENCE

Launching Keystone Event Concepts as the President /Owner in 2006 is my proudest career accomplishment to date. As a boutique home-based operation, I specialize as an on-site Travel Director and have a select few key clients whose programs I continue to operate. Prior to starting my own business I acquired extensive meeting/conference planning experience. First, at the National Association of Tax Professionals as a National Conference and State Chapter lead planner, and next at a local incentive house executing high-end incentive programs. My scope of my experience includes international and domestic destinations.

PROVEN SKILLS

Excellent communication skills are paramount and have been refined over the years, as well as the ability to establish and retain a great rapport with those I work with. Strong organizational skills coupled with the ability to manage multiple tasks and deadlines concurrently with efficiency and accuracy is always achieved. I am goal oriented and achieve results through a strong work ethic and decisive problem solving skills.

I am well-versed and capable of overseeing the on-site meeting logistics you need. With meetings/incentives planning background I bring with me the knowledge of how preplanning translates into on-site management, responsibility and execution. Whether the scope of the assignment is to handle a small dinner meeting, be part of team, represent your company at a tradeshow, or take on the lead role of the overall program. I have the necessary computer skills and financial savvy to handle on-site situations and challenges.

I will jump right in to work with you on your events and have a "get the job done" attitude. I strive to always be alert to what's going on regarding the needs, safety and comfort of our mutual clients. Problems and complaints are handled discretely and effectively. Being timely and efficient are core principles that I bring to every event. My solid references will attest to my capabilities and fulfillment of on-site objectives.

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Places Visited Since 1997: Austria • Banff • Belize • Bora Bora • Budapest • Canada • Cayman Islands • Costa Rica • Czech Republic • Dublin • England • Germany • Hawaii • Hungary • Ireland • Italy • Key West • London • Mexico • Mont Tremblant • Morea • Nevis • Prague • Scotland • St Lucia • St Thomas • St Andrews Scotland • St Kitts • Tahiti • Turks & Caicos • Vienna • Most US States