

MICHAEL THOMAS NELSON

PROFESSIONAL EXPERIENCE

City of Aurora, Aurora, IL

Interim Special Events Manager (August 2021-Present)

- Manage staff and volunteers
- Manage all City event operations and logistics
- Maintain all Special Events budget lines and assist with budgeting process
- Present all necessary items to the City Council for Approval, Information Only, etc. via Legistar/Granicus

City of Aurora, Aurora, IL

Special Events Coordinator (2018-August 2021)

- Plan and produce all City events
- Maintain multiple budget lines
- Issue and manage special event permits and applications

City of Aurora, Aurora, IL

Special Events Assistant (2017-2018)

- Planned and produce summer parades
- Maintained multiple budget lines
- Worked with non-City groups to assist with event planning

City of Aurora, Aurora, IL

Special Events Intern (2016-2017)

- Manage safety operations for all Summer parades
- Co-managed the Aurora Farmers Market
- Updated inventory of all Special Events equipment

Aurora Civic Center Authority, Aurora, IL

Front of House Intern (Summer 2015)

- Managed all customer entry points
- Managed and scheduled seasonal workers
- Setup and tore down all summer concerts

City of Aurora, Aurora, IL

Seasonal Maintenance Worker (Summers 2009-2014)

- Removed deceased trees and garbage blocking traffic and sidewalks
- Performed landscaping
- Worked one-on-one with the Mayor's Office of Special Events to manage parking traffic
- Placed signs directing event attendees to certain event locations
- Coordinate event security and logistics with event managers

MICHAEL THOMAS NELSON

EDUCATION

Columbia College Chicago, *Chicago, IL*

- Bachelor of Arts in Marketing Communication, 2016

Waubonsee Community College, *Sugar Grove, IL*

- Associates Degree in Liberal Arts, 2014

TECHNICAL SKILLS

Proficient in:

- eProval – Special Events Permitting for Government software
- Central Square (Superion)
- Granicus
- Microsoft Office Suite
- PDF applications such as Adobe Professional
- Internet Explorer, Mozilla, Firefox and Safari

REFERENCES

Available upon request