

## Curriculum Vitae - Tom van Straaten

### Personal information

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*Webside* www.tomvanstraaten.co.nz  
*Visa* New Zealand permanent resident, Dutch citizen

### Personal profile

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I am a motivated, enthusiastic and entrepreneurial person, who works well individually as well as in a team. As production/event manager at major music and sports events, I developed excellent organisation and management skills. My main interest is in the area of project management, with a focus on the organisation of events.

The personal qualities that I will bring to a position include:

- More than **five years of experience** in the organisation of **major events**
- Excellent **time management** and **organisational** skills
- **Direct** and **clear communication** style
- **Accuracy, efficiency** and **attention for detail**
- A **diplomatic, friendly** and **customer-focused** attitude
- The ability to **work effectively** in a team as well as independently
- Competent **administrative** and **computer** skills
- The ability to **liaise** and **negotiate** with stakeholders and suppliers
- Excellent **problem solving** skills
- The ability to **work under pressure** and with strict **deadlines**
- **Initiative, creativity** and **flexibility**

### Career summary

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*May '11 - Oct '11* **Uniforms logistics coordinator**  
Rugby New Zealand 2011, Rugby World Cup tournament organiser

*Jan '09 - present* **Freelance production & event manager**  
Various music, sport and theatre events

*Jan '10 - May '11* **Events coordinator**  
TelstraClear Pacific Events Centre, venue

*Oct '09 - Dec '09* **Major events coordinator**  
Austin's Food Design Events, catering company

*Dec '05 - Nov '08* **Production manager**  
Mojo Concerts - A Live Nation Company, concert promoter

*Feb '05 - Aug '05* **Production staff**  
LOC7000 Events, event production company

*Sep '01 - Sep '02* **Match and event coordinator**  
A.U.S.R. Orca, student rowing association

Career details

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May '11 - Oct '11

**Uniforms logistics coordinator**

Rugby New Zealand 2011, tournament organiser, Wellington/Auckland  
[www.rugbyworldcup.com](http://www.rugbyworldcup.com)

*Role description:*

Distributing all uniforms for staff and volunteers of Rugby World Cup 2011, throughout New Zealand.

*Key responsibilities:*

- Leading the distribution process of the workforce uniforms to over 20 distribution centres within the country
- Overseeing the orders and distribution of the 65,000 uniform garments
- Coordinating the process to outfit all 200 staff and 6000 volunteers including any required alterations or swaps
- Liaising with uniform supplier and regional coordinators
- Managing uniforms database

*Reason for leaving:*

Completion of a six months project.

Jan '09 - present

**Freelance production & event manager**

Various music, sport and theatre events  
[www.tomvanstraaten.co.nz/productions](http://www.tomvanstraaten.co.nz/productions)

*Role description:*

Being part of the production teams of various music, sport and theatre events, varying in length from 1 day to 2 weeks. Responsibilities varied from setting up event sites to managing designated projects within the event (e.g. campsite, catering, health & safety compliance)

*A selection of roles:*

**Event assistant - Beachtour 2012**

Managing PR activities (Facebook page, press releases) for local sport events

**Vendor manager - Mission Bay Jazz & Blues Streetfest 2010, 2011**

Managing food & beverage vendors at local jazz festival

**Production staff - A Campingflight To Lowlands Paradise 2010**

Assisting festival's site production manager, managing the campervan campsite

**Production staff - Total Sport events**

Assisting the construction of the sport event site, setting up the course

**Assistant stage manager - NZ International Comedy Festival Gala 2009, 2010**

Assisting stage manager at theatre show, instructing artists on stage

**Duty manager - TelstraClear Pacific Events Centre**

Managing event set up, acting as venue's general contact person during events.

**Market research executive - United States of Entertainment**

Providing accurate and up-to-date information, analysing entertainment industry

*Non event related freelance roles:*

**Graphic designer - PhD thesis layout**

Creating layout template, importing and polishing all texts and figures, delivering final product for printing

**Web designer - Connectie ([www.connectie.biz](http://www.connectie.biz))**

Designing website structure, adjusting Wordpress theme, managing content

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Jan '10 - May '11

### **Events coordinator**

TelstraClear Pacific Events Centre, venue, Auckland  
[www.pacific.org.nz](http://www.pacific.org.nz)

#### *Role description:*

Providing a seamless and consistent service for the client, from the management of bookings, requirements, planning & logistics and contracts, through to delivery of events. Supporting the Operations Manager.

#### *Key responsibilities:*

- Preparing and planning events (2 to 5 events/week, varying from meetings to concert with 4000 visitors), including all administration requirements
- Liaising with clients, technical suppliers, catering and staff
- Delivering service according to clients' expectations
- Handling telephone and email enquiries, and assisting with office duties
- Maintaining booking and planning software package

#### *Reason for leaving:*

Approached regarding role at the Rugby World Cup New Zealand.

Oct '09 - Dec '09

### **Major events coordinator**

Austin's Food Design Events, catering company, Auckland  
[www.austins.co.nz](http://www.austins.co.nz)

#### *Role description:*

Planning and delivering catering services at complex and major events (e.g. ASB Classic, Heineken Open, Hampton Downs events).

#### *Key responsibilities:*

- Creating, presenting and negotiating event proposals with clients
- Liaising with clients, event promoters, exhibitors and suppliers
- Managing the set up of event equipment, infrastructure and logistics

#### *Reason for leaving:*

Approached for a job with more responsibilities and challenges

Jul '09 - Dec '09

### **Web content manager** (Freelance)

Hands Up Limited, online product sales, Auckland  
[www.6shooter.co.nz](http://www.6shooter.co.nz)

#### *Role description:*

Researching and editing product information for publication on 6Shooter website.

#### *Key responsibilities:*

- Researching and taking photographs of products
- Editing product information and formats, according to company standards
- Uploading web content

#### *Reason for leaving:*

Obtained a job offer with more job security, working hours and in line with my career objectives.

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Dec '05 - Nov '08

### **Production manager**

Mojo Concerts - A Live Nation Company, concert promoter, Delft, The Netherlands  
[www.livenation.nl](http://www.livenation.nl) / [www.lowlands.nl](http://www.lowlands.nl)

#### *Role description:*

Coordinating the technical and logistical production of concerts and festivals, taking into account quality, budget, procedures, regulations and legislation. Examples of delivered productions: concerts of the Rolling Stones (25,000 visitors), Red Hot Chili Peppers (60,000 visitors), the Lowlands festival (55,000 visitors for 3 days).

#### *Key responsibilities:*

- Planning and producing concerts and festivals
- Representing promoter
- Liaising with the artist production, security, venue, local suppliers and crew
- Supervising the delivery of concerts and festivals
- Managing local crew and suppliers
- Maintaining the safety of staff and audience
- Reporting on the finances of the projects
- Maintaining relations with artist production, suppliers and crew

#### *Reason for leaving:*

Resignation because of move to New Zealand.

Feb '05 - Aug '05

### **Production staff and Trainee**

LOC7000 Events, event production company, Lochem, The Netherlands  
[www.loc7000events.nl](http://www.loc7000events.nl)

#### *Role description:*

Member of the production team of several festivals (20.000 - 55.000 visitors)

#### *Key responsibilities:*

- Stock-taking, planning, administrating, distributing and supervising the transport and communication equipment of the festival
- Liaising with all suppliers, staff and crew
- Supporting the production team
- Researching the design of a terrain that can be used for events, recreational activities and agriculture at the same time. Reporting the research findings and recommendations in a thesis.

#### *Reason for leaving:*

Completion of a six months internship.

Sep '01 - Sep '02

### **Match and Event Coordinator**

A.U.S.R. Orca, student rowing association, Utrecht, The Netherlands  
[www.orcaroeien.nl](http://www.orcaroeien.nl)

#### *Role description:*

Running and managing a professional students rowing association.

#### *Key responsibilities:*

- Supporting and motivating 400 members of the rowing association
- Organising various rowing events, including national championships
- Supervising committees that support rowers and organise rowing events
- Maintaining relations with all national students rowing associations

#### *Reason for leaving:*

Completion of an one year board membership.

## Curriculum Vitae - Tom van Straaten

### Skills

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<i>Software skills</i>	Microsoft: Access, Excel, Outlook, PowerPoint, Project, Visio, Word Adobe: GoLive, Lightroom, Illustrator, InDesign, Photoshop, Premiere Various: Events Perfect, WordPress (CMS), S-CAD (CAD), VectorWorks (CAD)
<i>Professional courses</i>	Sales Dynamics, by EMA Practical Leadership, by Schouten & Nelissen Time Management, by Dimensity Negotiation and Cooperation, by Capgemini Academy
<i>Other</i>	Driving license: car, full Comprehensive First Aid course Area Warden training Elevating Work Platform Operator training
<i>Languages</i>	Dutch: fluent (native tongue) English: fluent (written and oral)

### Education details

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<i>2000 - 2005</i>	<b>Bachelor of Built Environment</b> (Urban and Regional Planning) Utrecht University of Professional Education, Utrecht, The Netherlands <i>Specialisation:</i> Urban Design
<i>1999 - 2000</i>	<b>Architecture</b> Utrecht University of Professional Education, Utrecht, The Netherlands Propaedeutic year completed

### Personal interests

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Photography  
Running  
Mountain biking  
Travelling  
Music

### References

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Referee details and references available upon request