Kerri Braham

07963 772806 | Kerri.Braham@gmail.com

Professional Profile

Organised and client-focused events professional with marketing expertise and hands-on experience coordinating professional, community, educational and recruitment events. Experienced in event planning, delegate communications, venue and supplier liaison, guest-list management, travel and accommodation arrangements, event materials, on-the-day delivery and post-event evaluation. Confident building relationships with guests, stakeholders and external partners while managing multiple priorities and maintaining high standards of organisation and service. Commercially aware, with additional expertise in event promotion, audience engagement and branded communications. Seeking to develop a career in events and create memorable, professionally delivered experiences for clients and guests.

Work Experience

Marketing Officer

Angel Carers (UK) Ltd | June 2025 – Ongoing

- **Led the complete planning and delivery of the company's Open Day**, taking ownership of the event concept, budget, guest communications, promotional campaign, supplier coordination, delivery and follow-up activity
- Managed invitations and communications across multiple guest groups, including employees, community partners, local organisations, media contacts and senior external stakeholders
- **Secured attendance from the Mayor and Mayoress of Bridport** and coordinated the associated stakeholder communications, photography and press activity
- **Managed suppliers, printing requirements, branded materials and production deadlines**, ensuring all elements were delivered accurately and on time
- Designed and produced invitations, signage, flyers, presentations, social media content, press materials and post-event communications
- Worked closely with company directors and operational colleagues to establish event objectives, coordinate responsibilities and maintain oversight of delivery
- **Acted as a central point of contact** for external partners, suppliers, designers, printers, photographers, publications and community organisations
- **Led event promotion and branded communications** for the organisation's new office, community hub and VERA wellbeing space
- **Managed competing deadlines and last-minute amendments** while maintaining clear communication, attention to detail and a professional guest experience
- Identified opportunities for community engagement, partnerships, media coverage and future promotional activity

Research and Event Assistant

International Policing and Public Protection Research Institute (IPPPRI) | Jan – Dec 2024

- **Coordinated the full lifecycle of a regional stakeholder conference** – logistics, venue coordination, on-the-day facilitation and post-event evaluation
- **Managed delegate communications**, invitations, registrations and responses before the event
- Coordinated catering, IT, accommodation, travel, parking and event-related financial administration
- Liaised with the venue, suppliers and internal teams regarding room arrangements, catering, parking, signage and audiovisual requirements
- Maintained a detailed tracking system covering attendance, dietary requirements, accessibility needs, travel arrangements and parking requests
- Prepared agendas, presentations, registration materials, delegate information, signage and supporting event documentation
- Served as a key contact for delegates, responding to enquiries and providing clear information before, during and after the event

- **Coordinated on-the-day delivery, welcomed attendees, supported speakers and resolved practical and technical issues**
- Analysed attendee feedback and produced post-event reports and presentations to evaluate impact and inform future activity
- **Result:** 90% of attendees rated the event "extremely useful"

Location Trainee

It's My Shout | July 2023

- **Supported the on-site coordination of filming locations and unit bases, helping maintain safe, organised and operationally ready environments**
- **Assessed and managed logistics** for filming locations across active productions, including access, facilities, safety and suitability
- **Liaised and negotiated directly with property owners**, clearly communicating filming requirements and production arrangements
- **Supported location risk assessments** and helped ensure agreed safety procedures were followed throughout filming

Postgraduate Student Ambassador

University of Bristol | Oct 2022 – Sept 2024

- **Supported the running of between 30 – 50 online and in-person events** including webinars, masterclasses, live text chats, Zoom breakout rooms, and student engagement sessions
- **Facilitated a three-day online Summer School** programme for Year 12 students, providing continuous on-the-day support and troubleshooting
- **Delivered presentations and provided guidance and advice to prospective students** on university applications and university life
- **Contributed to widening participation and student engagement activity** through effective communication, presentation and pastoral awareness
- Welcomed prospective students, answered questions and helped participants feel informed and supported throughout each event
- Worked with recruitment, widening-participation and academic colleagues to ensure sessions ran smoothly
- Adapted communication and presentation styles for students from different backgrounds and with different support needs

Research and Administrative Assistant

Tobacco Control Research Group | Sept 2018 – May 2019

- Provided office-based and event administration support across research activity and weekly team operations, including agendas, minutes, action points, diaries, appointments and internal communications
- **Updated content** for the TobaccoTactics.org website, supporting accurate, accessible public-facing communication and improved online engagement
- Supported project administration, records management and stakeholder communications, ensuring accuracy, organisation and confidentiality

Outreach Student Ambassador

University of Bath | Oct 2017 – May 2020

- **Delivered and supported large-scale in-person and virtual recruitment events** and outreach activities, engaging directly with prospective students and school partners
- Acted as a first point of contact for prospective students, parents, teachers and other visitors
- Represented the University independently at events across England and Wales
- Welcomed visitors, handled questions and helped ensure events remained organised and ran smoothly
- **Delivered engaging presentations** on university applications and student life
- Supported Faculty events and distribution of event materials
- Coordinated lead collection and follow-up activity to support ongoing student engagement

- Completed safeguarding training and a Disclosure and Barring Service check
- Worked effectively in busy public-facing environments while maintaining a friendly and professional approach

Key Skills

- Event Planning and Logistics Management
- Event Budget and Financial Administration
- Marketing and Promotional Support
- On-Site Event Supervision and Troubleshooting
- Venue, Supplier and Stakeholder Liaison
- Registrations and Attendee Tracking
- Delegate and Guest Communications
- Post-Event Reporting and Evaluation

Education

- **The University of Bristol** | (2022 – 2024) | MA Anthropology | Received Merit
- **The University of Bath** | (2016 – 2020) | BSc Sociology | Received 2.1

References

References available on request.