



MOLLY SULLIVAN

KANSAS CITY, MISSOURI

An experienced event and venue manager specializing in sales, client relations, and event execution. Currently manages events at Fire House KC, overseeing sales pipelines, vendor coordination, and staff supervision. Background includes roles in hospitality, nonprofit event planning, and corporate client services, demonstrating strong project management and communication skills. Expertise in CRM software, marketing, and team leadership.

EXPERIENCE

VENUE AND EVENT MANAGER

Fire House KC | 2023-Present, full time/hybrid

- Sales & Pipeline Management: Cultivate sales and manage the FHKC sales pipeline from initial contact to deal close.
- Lead Management & CRM: Respond to inquiries within 24 business hours, follow up as needed, and track leads in CRM software.
- Event Planning & Execution: Schedule and execute venue tours, weddings, and non-wedding events, including planning meetings and rehearsals.
- Contract & Payment Oversight: Manage event contracts, deposits, invoices, and payments using the Square dashboard.
- Client & Vendor Relations: Serve as the primary contact for clients and vendors, ensuring professional communication and collecting necessary documents.
- Staff Supervision & Training: Oversee event staff, security, and venue staff, including training, scheduling, and support.
- Marketing & Operations Support: Assist with social media, website updates, venue maintenance, and overall day-to-day operations.

EVENT PLANNER

Catholic Charities | 2024-Present, part time/remote

- Plan and execute fundraising events, including a 5K, golf tournaments, and social gatherings.
- Develop event guidelines, coordinate vendors, and manage event logistics.
- Ensure high levels of hospitality and participant engagement.

AWARDS

Academy All-Star, 2025 WedKC
Nominee – Recognized for outstanding contributions to the KC wedding community.

EDUCATION

BACHELOR OF PSYCHOLOGY
Rockhurst University | 2016-2020

Minors: Business & Education

- Magna Cum Laude
- Majis Leadership Program

AREAS OF EXPERTISE

- Event Planning & Coordination
- Project & Vendor Management
- Marketing & Social Media Strategy
- CRM Software & Sales Pipelines
- Stakeholder & Client Relations
- Budgeting & Contract Negotiation
- Leadership & Team Collaboration
- Customer Experience & Hospitality

DEVELOPMENT MANAGER, LEADERSHIP EVENTS

National MS Society | 2023-2024

- Assist the leadership events team with tools, templates, resources, vendor relationships, and event execution.
- Manage vendor relationships, including mobile bidding partner support, event logistics, invoicing, and administrative tasks.
- Coordinate volunteer engagement through effective communication, meaningful opportunities, and continuous feedback.

ASSITANT VENUE COORDINATOR

Abbott Events | 2023-2024, part time

- Managed event planning and logistics, including vendor coordination and guest relations.
- Supervised event staff and ensured seamless event execution.

EVENT COORDINATOR

KPMG | 2023, temporary/contract

- Oversaw logistics for high-profile corporate hospitality events.
- Coordinated guest experience and vendor management.

EVENT PLANNER & MANAGER

Grand Street Cafe | 2021-2023

- Managed event bookings, contracts, and payments.
- Led social media marketing and client communications.
- Hosted weekly planning meetings and ensured flawless event execution.

CLIENT SERVICES SPECIALIST

American Century Investments | 2020-2021

- Provided top-tier client support and financial service solutions.
- Assisted with client inquiries and account management.

EXTRACURRICULAR ACTIVITIES

YOUNG PROFESSIONAL BOARD MEMBER

SafeHone | 2023-Present

- Help plan and execute fundraising efforts to further Safehome's initiatives, utilize a variety of means – social media, community events, event tabling, etc. – to educate the public on domestic violence and Safehome's mission and strive to be active within the Safehome community and organize uplifting, fun activities for survivors and their children.