

REGINA PORTEE, CMP, PMP

Senior Event Project Manager

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PROFESSIONAL SUMMARY

Event strategist and project manager with 20+ years delivering high-impact programs across enterprise technology, healthcare, pharmaceutical, financial services, and federal government sectors. Proven track record managing budgets up to \$10M, producing 500+ programs, and driving 25% average cost savings without compromising attendee experience. Equally at home leading a 4,000-person flagship conference, a pharma KOL broadcast studio inside an international medical congress, or an immersive sales enablement event for a global Fortune 500 brand. CMP and PMP certified. Travel ready at 30–50%.

CORE COMPETENCIES

End-to-End Event Production · Budget Management (\$10M+) · Vendor Negotiation · Virtual & Hybrid Events
Stakeholder Alignment · Cross-functional Team Leadership · Medical & Pharma Conferences · Tradeshow Strategy
Experiential Marketing · Content Capture & Broadcast · Federal Program Management · Digital Project Management

PROFESSIONAL EXPERIENCE

Senior Events Project Manager

Mar 2023 – Present

Chickasaw Nation Industries | Norman, OK (Remote)

- ▶ Lead end-to-end planning and execution of corporate events, conferences, and government-facing programs for a Native American-owned enterprise spanning defense, IT, and business services.
- ▶ Manage multi-vendor relationships, contract negotiations, and budget oversight across concurrent programs while maintaining rigorous federal compliance standards.
- ▶ Partner with senior leadership to align event strategy with organizational growth goals and business development objectives.
- ▶ Implement process improvements that have reduced program delivery timelines and increased stakeholder satisfaction across event portfolios.

Senior Event Project Manager

Nov 2022 – Jul 2023

Hexagon (via Wripple) | Atlanta, GA

- ▶ Produced HxGN LIVE Global — Hexagon's flagship international enterprise technology conference — managing the full attendee journey from registration through farewell across thousands of attendees.
- ▶ Directed show floor activation including "The Zone" trade show environment, private executive meeting rooms, content capture studios, and multi-track session programming.
- ▶ Managed cross-functional teams of production vendors, AV crews, registration staff, and internal stakeholders across a complex multi-day event at scale.
- ▶ Owned wayfinding strategy, signage systems, and attendee services operations across the full venue footprint.

Project Manager — Federal Programs

Feb 2021 – Nov 2022

Katmai Government Services / CDC | Orlando, FL

- ▶ Managed large-scale federal meeting and conference programs on behalf of the Centers for Disease Control and Prevention, ensuring full compliance with government procurement and event standards.
- ▶ Coordinated logistics across multiple stakeholder groups including federal program officers, contractors, and venue partners for public health-focused convenings.
- ▶ Delivered programs on time and within budget in a high-accountability federal environment with strict reporting requirements.

Corporate Programs Project Manager

Oct 2019 – Aug 2021

Fiserv | Alpharetta, GA

- ▶ Owned Forum — Fiserv's flagship annual client conference for 4,000+ banking and fintech leaders at The Venetian Resort, Las Vegas — from initial planning through the COVID-forced pivot to full virtual delivery.
- ▶ Led virtual pivot: renegotiated venue and vendor contracts, selected and onboarded virtual event platform, and redesigned the attendee experience for digital delivery while retaining full registrant base.
- ▶ Led cross-functional team of developers, creative directors, and product managers in a full overhaul of fiserv.com — condensing 3,000 pages to 300 high-impact pages in a strategic digital transformation initiative.
- ▶ Managed concurrent corporate programs across multiple business units with overlapping timelines and budgets.

Event Manager — Pharmaceutical / CME

Apr 2019 – Oct 2019

Imedex, an HMP Company | Alpharetta, GA

- ▶ Managed continuing medical education (CME) events and pharmaceutical-sponsored programs across therapeutic areas including oncology.
- ▶ Coordinated faculty, accreditation requirements, and sponsor logistics for medical education conferences serving HCP audiences.
- ▶ Supported international congress programming including physician KOL interviews and live broadcast production at ESMO World Congress on Gastrointestinal Cancer — Barcelona.

Project Manager — Federal Programs

Nov 2015 – Dec 2018

Golden Key Group / TEKsystems (CDC) | Atlanta, GA

- ▶ Managed federal conference and meeting programs for the CDC across public health program areas, overseeing logistics, vendor coordination, and government compliance.
- ▶ Served as primary point of contact between federal clients, contractors, and venue partners across multi-day convenings.

Freelance Event Producer

2012 – 2015

The Event Team Inc. + Independent | Atlanta, GA

- ▶ Produced corporate events and wellness retreats as an independent event producer, managing full project lifecycle from concept through execution.

Meetings Manager

Mar 2001 – Jan 2012

ICF International | Atlanta, GA

- ▶ Managed a high volume of meetings and conferences over an 11-year tenure at a leading global consulting firm, supporting programs across government, health, and social policy divisions.
- ▶ Built foundational expertise in budget management, vendor relations, contract negotiation, and large-group logistics across a diverse portfolio of program types.

CERTIFICATIONS & EDUCATION

Certifications

Certified Meeting Professional (CMP)

Education

B.A. Marketing (In Progress) — Expected 2028

Project Management Professional (PMP)
Cvent Certified — Event Management, Marketing
Strategy, Attendee Hub

Mercer University, Atlanta, GA

TECHNOLOGY

Event Platforms Cvent · RainFocus · Swoogo · Cadmium · Zoom Events · Attendee Hub

Project Mgmt Asana · Jira · Smartsheet · MS Project · SharePoint

Data & CRM Salesforce · Tableau · Google Suite · Microsoft Excel