

# CARLOTA NAVARRO CALBET

EVENTS MANAGEMENT



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MADRID, SPAIN

## ABOUT ME

I have vast experience working and interacting with different cultures and nationalities, having worked in several international companies such as the Walt Disney Company, TUI Hotels, managing and organizing the Hosted Buyers Program, the international program for guest buyers at Salón Gourmets and more recently, specializing in the management and organization of international congresses.

These experiences have helped me gain the ability to pick up on new skills such as project management, marketing and communications, customer relations, time management, problem solving, spatial awareness and adaptation and team motivation to name a few, as well as improve my English and gain a basic understanding of Italian and Mandarin.

I'm a very outgoing and dynamic person and enjoy working with people from all parts of the world. I believe in the importance of communication and respect, not only towards the clients, but also with my team members in order to maintain a strong team morale.

I am passionate about the work I do, I'm an incredibly hard worker, and I always keep a positive attitude. These attributes are why I believe I would be a great asset to your team and I would be honoured and grateful to be considered for this position.

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## PROFILE

I am a person who has vocation for customer service and committed to delivering the highest level of service to them. I enjoy working in a team and in an international environment. I am flexible and able to manage changes, prepared to work hard and eager to keep learning.

## EDUCATION

### CORPORATE COMMUNICATION, EVENTS MANAGEMENT AND PROTOCOL (ENGLISH)

UNIVERSITY REY JUAN CARLOS, MADRID

### ADVANCED STUDIES IN HOSPITALITY AND MANAGEMENT

UNIVERSITY OF CALIFORNIA, RIVERSIDE

## SKILLS

- PROJECT MANAGEMENT
- EFFECTIVE COMMUNICATION & TEAMWORK
- SALES & NEGOTIATION
- TIME MANAGEMENT & PROBLEM SOLVING
- CREATIVITY
- CUSTOMER ORIENTATION

## WORK TOOLS

- MICROSOFT OFFICE SPECIALIST
- SALESFORCE / CRM
- BUDGETING
- ADOBE CREATIVE CLOUD
- SOCIAL NETWORKS

## LANGUAGES

- SPANISH  
Native
- ENGLISH  
C1 Advanced
- ITALIAN  
B1
- CHINESE  
A2



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## WORK EXPERIENCE

### CONGRESSES AND MAJOR EVENTS SALES MANAGER MICE CATERING, MADRID

Corporate events manager with a high closing rate, specialized in major events and congresses. Tailor catering services to the specific requirements of clients and venues, as well as assign and manage the venue for each specific client, design the operational plans and event execution, building strong and loyal relationships among agencies and private companies.

### PLATEA MADRID & LARGE VENUES MANAGEMENT

Comprehensive management of the Platea Madrid venue, including space logistics, vendor coordination, operations, and the commercialization of large event spaces in Madrid.

### EVENTS MANAGEMENT

GRUPO GOURMETS, SALÓN GOURMETS. MADRID

Organization and Planning of the Salón Gourmets and management of its Hosted Buyers Program and Business Center.

### ORGANIZATION OF ACTIVITIES AND EVENTS

HOLIDAY VILLAGE RHODES, GREECE

Design, organization and implementation of different activities and events aimed at people of all ages and complementary services to the tourism sector during the summer season 2021.

### MARKETING AND COMMUNICATIONS DEPARTMENT

NORAK GROUP, MADRID

Opening process of the Marketing Department as Marketing Assistant and subsequent promotion in the management of the International Marketing Department.

Analysis, development and improvement of Social Networks, website, SEO and SEM and commercial database CRM.

Design and creation of all audiovisual content. Support in the Sales and Human Resources Departments.

### INTERNATIONAL COLLEGE PROGRAM

WALT DISNEY WORLD, ORLANDO, FLORIDA

Internship at Walt Disney World, Orlando, Florida.

2023 - ACT  
2022-2023  
2020-2022  
2019 - 2020