

# CARLOTA NAVARRO CALBET

EVENTS MANAGEMENT



MOBILE: +34 666 036 001

EMAIL: [carlotanavarrocalbet@gmail.com](mailto:carlotanavarrocalbet@gmail.com)

WEB: <https://carlotanavarro.github.io>

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 or more recently in Grupo Gourmets collaborating in the management and organization of the event and its Hosted Buyers Program, the international program for guest buyers at Salón Gourmets. These experiences have helped me gain the ability to pick up on new skills such as marketing and communications, customer relations, time management, activity planning 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, 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

## LANGUAGES

SPANISH

Nativo

ENGLISH

C1 Advanced

ITALIAN

B1

CHINESE

A2

2022 - ACT

2020-2021

2019 - 2020

## WORK EXPERIENCE

### 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.

### COMMUNITY MANAGER

ANUQUET, MADRID

Responsible for the management and development of the online community of the brand.

Administration and monitoring of social networks and branding.

Launch of the brand and creation of the corporate image.

### INTERNATIONAL COLLAGE PROGRAM

WALT DISNEY WORLD, ORLANDO, FLORIDA

Internship at Walt Disney World, Orlando, Florida.

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MADRID, SPAIN

## SKILLS

Microsoft Office Specialist

Salesforce

CRM

Budgeting

Adobe Creative Cloud

Social Networks

## SOFT SKILLS

Creativity

Communication

Interpersonal Skills

Customer Service

Time Management

Transferable Skills

Motivational Skills

Problem Solving

2017 - 2019

2012 - 2019

## ADDITIONAL EDUCATION

### BUDGETING

HARVARD MANAGE MENTOR, EEUU

### MICROSOFT OFFICE SPECIALIST

MOST

### CERTIFICATE OF MONITOR IN LEISURE AND RECREATION

GRUPO JOVEN

## OTHER EXPERIENCES

### INCIDENT MANAGEMENT FOR CONCERTS AND EVENTS

TICKETMASTER

### SUMMER CAMP LEADER

KIDSCO Y GRUPO JOVEN

### ENGLISH TEACHER

For more detailed  
information, please visit  
my portfolio web:

