

CLEZIA FREITAS

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OBJECTIVE:

- To obtain an event planner position.

SKILLS:

- I am a creative and persuasive team player with excellent communication and interpersonal skills.
- I am able to establish and maintain functional relationships with customers and suppliers while providing high quality service.
- I know how to set priorities and work proactively and independently.
- I have strong organizational, time-management, multi-tasking, and problem-solving skills.
- I am passionate about event planning, with more than seven years of experience in logistics and production of small, medium- and large-size events.

EXPERIENCE:

Jun/2015 – Current – Quinn, New York, NY

Public Relations Intern

- Build media lists; write first drafts of press releases and pitches; conduct select media research and outreach; participate in brainstorming sessions; contribute to the development of new programs and ideas, provide administrative support to account team as needed.
- Assist in the logistics and organization of the open house event for Quinn's new office in NYC.

Oct/2011 - Dec/2011 - Lâmpada Soluções em Comunicação, São Paulo – Brazil

Event Manager (*Short term job in Brazil while home to renew visa between school semesters*)

- Organized and coordinated the logistics of RSVP, hotel accommodation, and air and ground transportation for five hundred participants of a sales convention for a credit-card company (IBI).
- Coordinated the logistics of flights, transfers, restaurants, hotels, excursions, and activities of a group trip to Rio de Janeiro for fifty winners of a reward campaign of an automobile manufacturer (Volvo).

Sep/2009 – Sep/2011 – Au Pair in America, Philadelphia – PA

Exchange student in the U.S.A.

Apr/2008 - Jul/2009 - Tivoli Eventos, São Paulo – Brazil

Senior Event Manager

- Managed all of BV Financeira's (Votorantim Bank) events, including meetings, conventions, parties and incentive travels.
- Coordinated all of the events' stages, including budgets, negotiations of contracts with suppliers and entertainers, site selection, registrations, RSVP, transportation, accommodation, reception of guests, and food and beverage.
- For each event I delivered reports of costs and services provided.
- This position required travel for 10% of my time to personally oversee all events.
- I left this job to come to the U.S.

Mar/2006 - Mar/2008 - Kontik Franstur, São Paulo – Brazil

Event Planner

- Produced and coordinated corporate events for companies representing different industries such as banks, chemicals, pharmaceuticals and cosmetics.
- Built a relationship with suppliers and customers, negotiated costs, prepared and presented estimates and projects for meetings, events and incentive travels.
- Developed budget reports and satisfaction surveys.
- This position required travel for 30% of my time to personally oversee events.

Mar/2003 to Mar/2006 - Gol Airlines, São Paulo - Brazil

Sales Consultant of Groups and Charters

- I worked in customer services helping customers and travel agencies, while performing sales and changes of e-tickets.
- I also worked at the commercial department of groups and charters, where I handled negotiations and reservations for groups and charters.

EDUCATION:

Pursuing a Bachelor Degree in General Studies, Social Sciences & Communication

University of Connecticut, Stamford - CT

Expected Graduation: December 2015

Certification Program, Event Leadership

School of Tourism and Hospitality Management, Temple University, Philadelphia - PA

Completed in 2012

Continuing Education, Business Communication

Villanova University, Villanova - PA

Completed in 2010

Associate Degree, Events Management

University of São Paulo City, SP - Brazil

Completed in 2009

- Proficient in Microsoft Word, Excel, Power Point, and Outlook. Fluent in English, Portuguese and working knowledge of Spanish.

RECOMMENDATIONS:

- "Clezia was an active and engaged participant in class. She made a very strong impression on me. Following the classroom experience she remained in contact with me seeking to expand her networking base and the subsequent opportunities they will afford her. I have no doubt that she will be a success at whatever she sets her mind to do." Joseph Brooks – Temple University
- "Clezia has always been very thorough and detail oriented. She is very responsible, charismatic and gets a lot of compliments from her direct manager. She certainly has my recommendation for her competency and dedication." Igor Vianna – Tivoli Eventos
- "Clezia is a very trustworthy professional and highly competent at work. She is an adorable person and excellent team player." Ricardo Machado – Gol Airlines