

GREGORKA LEA

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SUMMARY

Objective driven and diligent individual with 3+ years of experience in event and project organization. Adept at multitasking and resourcefulness – I currently manage a thriving 200+ member community (awarded as Top 3 Portuguese community leaders), organize events (50+/year), coordinate communication and negotiate partner relationships. Passionate about companies' cultures and healthy employee-employer relationships – I love finding creative solutions to build and strengthen the bonds among them.

SKILLS

Multilingual (4) | Slovenian (B2), English (B2), Portuguese (B2), Spanish (B1)

Team Management | Guided 20+ start-ups teams as a community manager and event organization's teams as leading organizer

Organization & Planning | Coordinated activities, events, PR and sponsors as a community manager and volunteer

Communication Strategy | Designed communication campaigns and content writing as a community manager and marketing assistant

EXPERIENCE

2016/06 - present **Community and Operations Manager | Founders Founders (Porto, Portugal)**

- Promoted and supervised 100+ events for entrepreneurs reaching almost 2,5k people
- Coordinated 3 big projects: BOOM (one-week growth boot camp), Founders TV (launch, vlog series)
- Improved and customized communication strategies (e.g. got newsletter opening rates over 40%)
- Grew start-ups residency occupation rate to 100% and maintained it (prospection, selection, on boarding)
- Established and negotiated 20+ partner relations to help start-ups grow their businesses

2014/10 - 2016/04 **Marketing Assistant | SIMI (Porto, Portugal)**

- Produced over 50+ marketing materials (Illustrator) that increased sales by 20%
- Learnt to use WordPress and some PHP, HTML, CSS3 to design basic websites for clients' needs
- Improved office efficiency by re-organising physical and digital filing systems

2014/10 - 2015/03 **Intern | Espaço T (Porto, Portugal)**

- Guided 30+ artistic activities during 6 months to help develop users' cognitive abilities
- Promoted 2 big projects to reduce stigma regarding physical disabilities

EDUCATION

2015/09 - 2017/06 **MSc in Human Resources Management | Polytechnic Institute of Porto (Porto, Portugal)**

- Thesis with focus on Employer branding and IT (18/20)

2010/09 - 2015/05 **BSc in Social Work | University of Ljubljana (Ljubljana, Slovenia)**

- Specialized in psycho-social support (9.11/10)

2013/09 - 2014/02 **BSc Erasmus Exchange | University Fernando Pessoa (Porto, Portugal)**

- Student exchange program

ACCOMPLISHMENTS

- **Top 3 of Portuguese Woman in Tech Award** (Community Leader)
- **Top 8 of "Portonauts"** (Porto's city hall's initiative – talent attraction)
- **2nd at European Enterprise Promotion Awards** (entrepreneurship – national company level)

VOLUNTEERING

- 2012 | Oriented recuperation therapy (postpartum depression)
- 2013 | Fostered art therapy approaches for people with disabilities, elderly and children
- 2014 | Assessed in supportive counselling and social services