

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 lead a thriving 200+ member community (residency rate at 100%), organize events (100+), manage communication and maintain partner relationships. Passionate about companies' cultures and healthy employee-employer relationships – I love finding creative solutions to build and strengthen the bonds among them. Seeking to use my HR skills to help companies achieve greater attraction and retention.

SKILLS

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

Team Management | Managed 18+ start-ups teams as a community manager and event organization's teams as event leading organizer

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

Communication Strategy | Developed communication campaigns and was responsible for content writing as a community manager and marketing assistant

EXPERIENCE

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

- Promoted and managed 100+ events reaching almost 2,5k people
- Led 3 major projects (BOOM – Massive Growth Week, Founders TV – 2 vlog series)
- Managed communication and PR
- Prospected, selected, on-boarded and supervised start-ups (got occupation rate to 100%)
- Created 20+ partner relations

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

- Developed marketing materials (Illustrator)
- Designed and implemented basic websites (WordPress and some PHP, HTML, CSS3)

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

- Organised & co-led 30+ artistic activities
- Developed projects that stimulate expressive physical capabilities

EDUCATION

2015/09 – 2017/06 MSc in Human Resources Management and Development | *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 place at European Enterprise Promotion Awards (Entrepreneurship – national company level)

VOLUNTEERING

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