

sommos

Curriculum vitae

SUMMARY

Positive, determined, decisive and passionate about her work. A great team player who stands for a big smile to face problems.

She loves production and taking projects from A to Z.

EDUCATION

2009

Studies of Monitor of CHILDREN AND YOUTH
LEISURE ACTIVITIES
Centre: CET10

1997

Master in MARKETING Applied to companies and
Tourism Activities in CETT, Barcelona

1988-1991

Bachelor Degree BUSINESS AND TOURIST
ACTIVITIES (TEAT) in CETT, Barcelona

PROFESSIONAL EXPERIENCES

2014-Present

Freelance Event Project Manager

Preparation of the event: Project manager (quote, reservations, dealing with clients and suppliers, creation of the onsite and final documents)

Selection of suppliers and recruitment of the coordination on site team.

Coordination on site: supervising set up, logistics of the event (gala dinners, hotels, transport logistic....)

Invoicing: Creation of the Budget and supervision of the both side payments (suppliers and final client).

Some examples

KINGFOMARKET : Annual corporate event with 1.500 attendees from all over the world (Barcelona 2015, 201 , 2019 and Stockholm 2016 and 2018)

IFEAT : Annual Corporate event with 1.200 participants from all over the world organized in Rome 2014 , Dubai 2016 , Athens 2017 and Cartagena de Indias 2018 .

International Press Presentation of BULGARI's perfume LE GEMME UOMO: July 2016 Prague – Orient Express - Venice

2010-2014

Event manager in TA.

DMC Agency specialized in the organization of incentives, events and meetings (conferences, seminars, conventions...) all over Spain.

Events coordinator and Project manager.

Coordination of the entire production process from the origin (budget and presentation of the proposal to the client), site inspection visits, reservation and negotiations with suppliers, up to the logistic coordination of the on-site event supervising all services including the coordination of the staff.

Some examples:

February 2013 CREDEM group in Barcelona 500 pax

June 2012 – BNP group in Madrid 200 pax .

November 2011 – VODAFONE group in Barcelona 400 pax.

September 2011 – IMPRIFRANCE group in Ibiza 200 pax

§ Mai 2011 - ESSO group in Seville 700 pax .

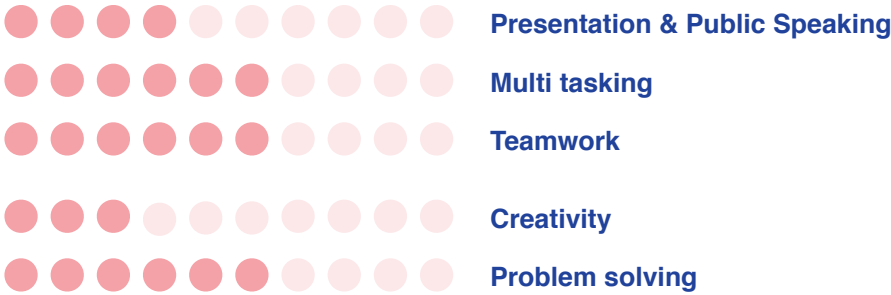
1998-2009

Event manager in Incoming department of Viatges Aliguer, travel agency.

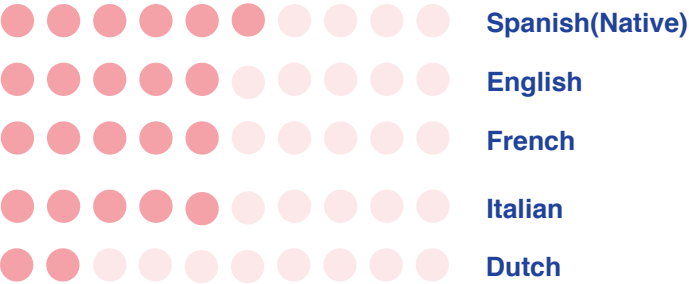
Responsible of the Groups Department.
Dealing with suppliers to have the best possible conditions for the agency having competitive rates and allotments specially during high season and in the other hand to find attractive programs for our clients offering the best possible services at the best price .

Programming, quotation, reservation, operation and invoicing of circuits or stays for touristic groups or incentives, mainly for Italian and French clients with destination throughout Spain and Portugal

SKILLS



LANGUAGES



INTERESTS



REFERENCES

**Would you like to work with
Isabel?**

sommos

@sommos.work