

sommos

Curriculum vitae

SUMMARY

He is our English Gentleman, the client oriented freelance par excellence with a technical approach as an added value to his profile.
He is a great producer with also large experience in car launch onsite management.

EDUCATION

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2009-2012

Tourism and Management. University of Westminster, London

1999

Cambridge Advanced English Certificate.
Course to learn: How to deal with difficult clients
Leading others
Assertiveness Course
Demanding Customers

2013

Systems Analysis & SSADM
Modular Course University of Westminster, London

PROFESSIONAL EXPERIENCES

2008-Present

Freelance Event Project Manager

Production and Event manager for national and international agencies and clients . Congress, meetings, car shows, car launch presentations, incentives, company meetings.

Follow up of all quality control for the services contracted such as audio-visual, decoration, sound lighting, catering, and logistics and staff support.

Hotel and airport transfers
Event preparation and assistance
Local support for language communication during event planning, preparation, set ups
Customer service and staff supervision during event.

Some projects:
Event manager for car release to European press Mitsubishi 2017
Event coordinator for 1,600 guest Cardiology Congress for Bayer pharmaceutical 2017
Event management and coordination for all major launches for different car brands

International road show for 3 months for the Nissan Leaf (Oslo, Copenhagen, Berlin, Hamburg 2014
Car presentation of the Mitsubishi PHEV Electric Car (Barcelona) 2014
European presentation of the Nissan Juke, Note, (Bratislava) 2013
European dealers presentation of the New X-trail for 2 months in Benidorm (2014)
Mobile World Congress, 2008-2020(Barcelona)
Huawei telecommunication annual event 2011 - 2017(Barcelona)
Samsung party for 450 guests 2008(Barcelona)
Global athletics competition (Barcelona) 2010
EIBTM 2009 -2010
Red Bull Air Race 2009 Barcelona
Red Bull Cross Fighters 2010 (Madrid)

2006-2008

Project Manager for the Mobile World Congress (Production agency) Creative Spirit S.L. Barcelona, Spain

Responsible for all event projects, creation, preparation and event management.
Produce detailed proposals for events timelines, venues, suppliers, legal obligations, staffing and budgets
Liaising with sound, light, decoration, animation suppliers
Project manager for all meeting room bookings in all major Hotels in Barcelona.
Supervision of all event set ups and coordination of all staff. Organising client planning meetings and site visits for most suitable event venues
Recap and closing of all financial payments from clients, and suppliers. Ensure insurance, legal, health and safety obligations

2004-2006

Events and Hospitality Manager, Financial Times Newspaper, London

Organising all in house private events for blue chip companies such as Microsoft, Hennessy, and VIP members of the English parliament. Meet all financial budgets and end of month management reports. Staff training and development. Incorporate new ideas for future events. Organising facilities for car parking, security, first aid, hospitality and media during the event

2000-2004

Events assistant Project manager
Compass Group. Barclays Capital
London

Preparation of all events and conference meeting rooms for all in house private client events
Liaising with the marketing department to ascertain their precise event requirements.
Staff coordination and training
Prepare all the on-line bookings for present and future events

SKILLS

Presentation & Public Speaking

Multi tasking

Teamwork

Creativity

Problem solving

LANGUAGES

Spanish (Native)

English

Portuguese

French

INTERESTS

REFERENCES

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

sommos

@sommos.work