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Travelling & Events Planner

Joined Management Traveling & Events Team - Public Relations Area, coordinating internal and external events (IH, OOH) of the company, providing support to the Marketing area, Public Relations area and other Departments.

Work experience

February 2011
July 2011

Travel Manager - Events & Congress Manager Coordinator

Mission: Coordinating both internal and external events of the Society - Foundation, managing the logistics needs (national and international members) of more than 2500 people.

Means: Internal MICE Counseling-Consulting.

Appraisal: Implementation and optimization of resources in different phases.

Project cost control / reduction of area budget.

Contact and official suppliers selection.

Brand positioning and organization through events.

January 2010
July 2010

Meeting Planner

Viajes Iberia - Orizonia Corporación

Mission: Meeting Planner & Events Consultant in healthcare international companies.

Means: Plannification of the event, budget control, prospection on-site, event control, coordination and suppliers feed back and relations.

Appraisal: Collaboration into different in house and out of home Novartis Events (national meetings, international congress, national road show, celebration in a box, medical activities).

Relation with Novartis IDT, Oncology, Healthcare...

April 2009
December 2009

Traveling & Meeting Planner

Esteve

Mission: Organization and Planning International, National, Regional, Releases, Symposiums and Conferences. Also internal and external corporative events all over the world.

Means: SAP, Lotus System, Management and Budget Control of the Event, Contact with official agencies and direct suppliers.

Quality Control of the whole event in order to improve the final result.

Appraisal: Development of events for various departments of the International Business Group Esteve.

January 2007
January 2008

Senior Meeting Planner Consultant

Carlson Wagonlit Travel Meetings & Events

Mission: Creating Projects, Travel Incentives, Business Meetings, Conventions.

Assistance and support of the groups during the Events.

On site inspection trips with the Clients.

Means: Event Management, basic user StarCite system (Hewlett-Packard) User Amadeus Selling Platform System, Sabre, Renfe.

Appraisal: Customer Accounts Service as Bayer Material Science, Bayer CropsScience, Lacer, Isdin, Almirall, Puig, L'Oreal, Schwarzkopf, Aguas de Barcelona, Seat, Audi, ECS, Roca, Natural Optics, ISMS Forum, EMEA Hewlett-Packard...

November 2003
December 2007

Meeting Consultant - Marketing Events Manager

Skyline Eventos

Mission: Events Senior Project Manager into Meeting, Congress & Incentive Department.

Means: Desing and creating Event Projects, Travel Incentives, Business Meetings, Corporate Events...

Budget Control (optimize all the variables and the budget)

Assistance and support groups during the Event (national and international trips)

Appraisal: Customer Accounts Service as Frigo, Unilever, Danone, Fontvella, Natrapharm International, Gilead, Ferrer International, Werfen Group, Hartmann, Convatec, Bristol Myers Squibb...

May 2003
November 2003

Travel Consultant

Hippo Viajes

Mission: Tavelling Department Hippo Viajes

Means: Travel Advisory - Coordination of Quality Service and Travelling area.

Appraisal: Travelling Management Department.

Manager into Customer Service and Quality improvement Department (new area design in the company).

Visual Merchandising.

Diplomas and education

September 2009
February 2012

Universitat Oberta de Catalunya

BA Advertising and Public Relations

Area of specialisation: Corporate Communications / Advertising Communications

October 2001
July 2002

University of Sevilla

Master in Management & Professional Organization of Congress, Events & Incentives

Area of specialisation: Management & Events Organization

October 1997
July 2000

University of Oviedo

Bachelor in Tourism

Area of specialisation: Specializing in Tourism Management • Rural Tourism Management • Germanic language

Computing skills

Software

High knowledge of software packages Office and Windows Vista, Internet, Email, Lotus ...

Additional information

Renfe Booking Systems User, Amadeus Vista (ASP) for booking and sales management as well as baseline into Sabre system and Starcite (HP)

Language skills

German

Speaking competence: Basic level, **Written competence:** Basic level

English

Speaking competence: Fluent, **Written competence:** Fluent

French

Speaking competence: Intermediate, **Written competence:** Intermediate

Spanish

Speaking competence: Native speaker, **Written competence:** Native speaker

Various

Continuing Education - Courses and Conferences

Planning, Organization and Event Control. CETT - University of Barcelona 100 hs.

Specialization Program for Community Managers. AERCO 30hs.

New trends into Planning and Event Management. AEDAVE 100hs.

Customer Relationship Management - Management and Team Management. AEDAVE 150h

Course FPO "Designing Web Pages". FOREM Seville. 350hs.

Protocol and Communication. Universidad Popular de Gijón. 100hs.

Industrial Heritage: Testimony of memory and resource for local development. University of Leon. 50hs.

Organization of conferences, conventions and business events. GF Consultants. 32hs.

Management of Cultural Tourism. Official School of Tourism. 40hs.

Personal information

Willingness to travel

Areas of Interest: marketing, training, travel, events, nature, Corporate Social Responsibility (CSR), other cultures.

Open-mind, proactive, creative, multi-task person

Member of ARPAS (Association of Public Relations of the Principality of Asturias).

Other experiences in Training

Collaboration always in relevant posts related to the Tourism and Events sector in companies such as Viajes El Corte Inglés (CCI Department), Telmo & Leyva Public Relations, Promotion and Tourism Department of Principality of Asturias, Halcón Viajes (Globalia Corporation), Melia Hotel de la Reconquista 5* (Meliá Hotels), Oviedo Tourist Office, Cometa

Integral Tourism Advisory (Tourism Consultant) , Rene Garcia Company Guide

Collaboration in relevant Congress and Events as Team Manager or information staff. Also VIP service.