

Ana Emília Silva

Personal Profile

I have strong national and international experience organising business events for the private and corporate sector. I have been responsible for logistics, accommodation, F&B, transport and sponsorship management across multiple events. I pride myself on providing excellent customer service. Events organised include product launches, conferences, exhibitions, special events, private lunches and dinners, drink receptions, award ceremonies, music and cultural festivals, summer and Christmas parties for up to 8,000 people.

Employment History

March 2017 - October 2017

Tes Global - Events Assistant & Marketing Executive

Projects: Tes Schools Awards 2017 - sold the highest number of tickets to the event to date, managed the database of circa 1200 invitees/110 schools; THE Leadership and Management Awards 2017 - event support on the day; Recruit website update and redevelopment; launch of a new layout for a major tool used by all UK and International schools (School Portal); update School Portal's training guide

November 2016 - January 2017

Travel and development of Personal Blog

May 2016 - October 2016

Jack Morton Worldwide - Project Coordinator / Freelance

Projects: Google Pixel UK Launch 2016 - 4 day event for 200 people each day, responsible for the logistics of the whole event; responsible for green room for the major artists performing at the event (Craig David, Dua Lipa); Honda and Ericsson team support - responsible for event purchasing and invoicing

January 2016 - May 2016

Job Search, travel and 3 months working at Cellar SW4 - Assistant Manager and Event Organiser

January 2014 – December 2015

Nteractive Consulting and Events - Project Coordinator and Office Manager

Projects: Gartner Symposium/ITxpo Barcelona 2014 & 2015 - organised transport and developed a better method for managing of 300 crew members; Gartner Symposium/ITxpo Dubai 2014 & 2015 - evening event organising for both events, increased attendance and quality from previous years, support across the whole event from sponsorship to F&B and logistics; Atos Sales & Marketing Conference Glasgow 2014 & Cardiff 2015 - F&B and logistics support; New Balance Sales Meeting London 2014; Supporting the growth of the company from a small team of 7 up to a team of 20 within 2 years.

Other work experience 2008 – 2014

Team Coach, Staff Booking and Hospitality Customer Service at Off to Work, London

Project Coordinator at O2 Telefónica for Campus Party Europe 2013, London

Event Coordinator Internship at Polar Black Events, London

Logistics Assistant at Social Media Week and Mozilla Festival 2012, London

Events Assistant EBRD, London

Hostess at 2012 Olympic Games, Jet Set Sport, London

VIP Hospitality / Usher, Cirque du Soleil: Varekai, Lisbon, Portugal

Character Attendant, Walt Disney World, Florida, USA

Education

Westminster University, London (UK), 2011-2013

MA Events and Conference Management

University of Hospitality and Tourism of Estoril, Estoril (Portugal), 2005-2008

BA Leisure and Entertainment Management 2:1

Skill set

Event Management

- Local and International experience
- Sponsor management and toolkit set up
- Delegate management
- Suppliers & client communication
- Budget management
- Technical and production management support
- Information collation and creation of PowerPoint presentations for project directors
- Stage & dressing room management
- Prop buying, furniture rental and set dressing
- Crew logistics
- Events & crew transport management
- Temporary staff management
- Venue search and contracting
- F&B support and management
- MPO's research & suggestions
- Signage and collateral production, onsite delivery and setup
- Entertainment management
- Marketing strategy support (email campaigns, mail outs and social media)
- RFP's assistance
- Meeting room management
- Invoice issuing and payments
- Contact reports/minute taking
- Flights & accommodation booking

Office Management

- Director's credit card user
- Office supplies management
- New team member inductions and company set up
- NDA management
- IT and hardware support
- Company processes and template creation and management
- Director's monthly expenses submissions and diary management

Other skills

- Languages: Fluent English, Portuguese, French and Spanish
- Computing: Microsoft Office (Word, Excel, and PowerPoint), basic HTML knowledge, basic Premiere Pro and Photoshop, easy and quick learning of new technology and software
- Driving: Full clean EU driving license. Experience driving in the UK