MARIA

Maria.362751@2freemail.com 

 15 years of experience in Festival management-Event management-Conference management-

**SKILLS**

• High level operational management

• Implementation of operational systems & procedures

• Business strategy, planning & solutions

• Financial reporting and accountability

• Key recruitment, employee development & retention

• Team building

• Structured training

• Pre-opening team, set-up and delivery

• Strategic marketing, communications, promotion & PR

• Music, entertainment and creative direction

• International networking

• Brand concept creation & development

• Sponsorship, affiliation & contract negotiations

• Security management & logistics

• Event management

• Project management

**PROFESSIONAL EXPERIENCES**

**08/2010-08/2016**

**GUSTO DOPA AL SOLE FESTIVAL – PARCO GONDAR-GALLIPOLI ITALY**

**OPERATION AND LOGISTIC MANAGER**

* Source venue and dealing with all aspects of venue set up, deal with the local Authorities
* License, Municipality of Gallipoli and Lecce ,Police, Ambulance
* Artists - Artist liaison, bookings, accommodation, flights and payments
* Monitor and allocating Budgets - Venues, DJs, advertising, suppliers and production
* Outsourcing media partners and drinks sponsors
* Sponsors - Putting together sponsors and media sponsor proposal
* Marketing – Art work design, build website, promotional campaigns
* Accommodation. Negotiate with and appoint contractors for all services for the festival, ensuring that competitive pricing
* Health and Safety, Risk Assessment, Traffic Management.
* Source reliable local suppliers for all event materials for production
* Staff, Vehicle and Security Schedules
* To manage the preparation of event schedules & documentation as required within this area of responsibility
* Establish and maintain financial budgets and targets
* To be the primary point of contact for agents and artists, maintaining positive relationships
* Provide administrative support where required for meetings, funding applications etc.
* Managing large numbers of attendees on site
* Planning and Managing security for festivals

**05/2012-02/2017**

**FOLIE CLUB, MATRIX CLUB, MOSCOW CLUB, CINCO CAVALLI ALBANIA**

 **GENERAL MANAGER**

* Complete event management service
* Budgeting
* Scheduling
* Aquiring necessary permits
* Arranging decor
* Event security
* Catering
* Coordinating with third party vendors and emergency plans
* Dealing with clients
* Contracts
* Bookings
* Manage the clients event on the night
* Booking staff (security, bar staff etc)
* Working with the local authority and other stakeholders
* Managing and training venue staff when applicable
* Venue maintenance and general improvements
* Coordination logistics
* Bookings and artist liaison
* Promotion & marketing
* Social media

**12/2004-04/2012**

 **LM MANAGEMENT - MILAN**

**EVENTS MANAGER, PRODUCTION, HR, SALES, ARTIST MANAGEMENT, EVENTS**

**ORGANIZATION**

* Conducting a general training Sale And Management and Events Organization for 50 people
* Corporate representative to MEDIASET TV to promote artists and sign contracts for television programs
* Production & promotion Artist management, publicity & advertising solution
* Public Relations Manager to Political Events
* Provide the necessary staff (Hostess, Security, Show dancer, singer, DJ )for the famous Italian companies such as Lamborghini, Ferrari, Vodafone, Pirelli to launch and promotion of new products and services at the Fiera of Milan
* Meeting and events arrangements
* Business trip arrangements
* Handling the agenda
* Preparing business materials
* Dealing with correspondence, telephone calls, and daily office administration
* Collect and analyze data to prepare reports and documents

**04/2003 A 04/2004**

**ALVIERO MARTINI – MILANO**

**BUYER**

* I edited the portfolio and the acquisition of customers through a direct marketing campaign
* I have developed web communication for the launch of a new products
* I kept in touch with the trade press
* I have worked in the organization of events as parade of the new collection 2004
* I created a database for media relations on behalf of the international sales network
* Negotiation with sellers on the availability, production samples, the distribution, the timing of delivery and the price.
* Negotiations of product prices with the vendors

 **QUALIFICATION**

September 2004

Master in Events management at Centro Studi of Milan

Start work in Lm Management in Milan

April 2003

Master in Trade Marketing at Centro Studi of Milan

One-year internship at Alviero Martini Spa

September 2001

Master in Marketing and Communication Company - Centro Studi Comunicare of Bari.

Final Stage at the Jolly Hotel Touring of Milan's

January 2001

Training Course in PNL and Enneagram types of psychological-University of Bari

March 2001

Bachelor of Psycology - University of Bari

 104/110

July 1996

Diploma of Accounting - Istituto Tecnico Commerciale G. Dell'Olio Bisceglie

**FOREIGN LANGUAGES**

ITALIAN NATIVE

ENGLISH GOOD

**COMPUTER SKILLS**

Good knowledge of the Windows environment, the applications of MS Office, Explorer, Adobe.

**INTEREST**

Travel, Music, Film and Fashion

**LICENCE**

Driving license category B