RONA

[Rona.363762@2freemil.com](mailto:Rona.363762@2freemil.com) Event & Interior Fit Out Project Coordinator

A highly competent, capable and resourceful events coordinator with good all round experience of event development, managementand marketing. Self-motivated, enthusiastic and with a con-do positive attitude with a proven ability to ensure the smooth running of each event hosted.

Experienced in budget management and hosting annual conferences, receptions and promotional events. Ability to keep a level head

at all times and considers no job too big or too small.

# JOB EXPERIENCE NEXUS54 LLC

Event Coordinator / Account Handler (2014 - 2016)

# &

**CUSTOMMADE *under (Yellow Team Technical Service LLC)***

Interior Fit Out Project Coordinator (2014 - 2016)

# AREA OF EXPERTISE

**Events Planning**

**Scheduling Facilities**

# Duties for Event Coordinator / Account Handler

Developing, Organising, planning and promoting a range of large scale events. Reviewing and sourcing the locations where the event is to be held.

Creating promotional material for the event & distributing it to the target audience.

Arrange security and advise on health and safety issues. Preparing and managing budgets for the event.

Ensuring adequate staﬀ are available for the event. Creating a table sales database for all events.

Post event tasks, managing evaluation form analysis, thank you emails.

Identifying opportunities to up sell.

Taking provisional booking & obtaining written conﬁrmation.

Liaise and negotiate with suppliers such as ﬂorists and external caterers. Assisting with direct marketing initiatives and promotional activities.

Conducting a follow up analysis of events.

Maintaining an inventory of facility & equipment used. Building good client and sponsor relationships.

Sending out accurate client contracts and ensuring they are signed & returned within appropriate deadlines.

Submits all the necessary requirements to the Organizer including the submission of Stand Structure Form (Stand’s Approval), Electrical Order and all the

required documents.

Supervise and coordinates of the on-site activities throughout the delivery phase of the project including overseas project and monitor the execution of stand.

**Table planning**

**Marketing**

**Project Management**

**Operations Coordinating**

**Vendor Relations**

**Contract Negotiation**

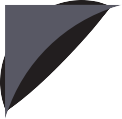
**Production Supervision**

# KEY SKILLS AND COMPETENCIES

**Ability to work under pressure and meet tight deadlines.**

**Very good interpersonal and presentational skills.**

**Experience of organising conferences, exhibition and banqueting events.**



**Well presented, attention to detail and excellent time managenent skill.**

# Duties as a Interior Fit Out Project Coordinator

Assist the PM in drafting and issuance of project proposals, RFP’s, Tenders, Budgets, Cash ﬂows and Preliminary schedules.

Prepare project organization and communication charts.

Chair site meetings and distribute minutes to all project team.

Track the progress and quality of work being performed by design disciplines / trades.

Eﬀectively and accurately communicate relevant project information to the client project team.

Ensure client’s needs are met in a timely and cost eﬀective manner.

Review ﬁeld inspection reports from Consultants throughout the lifecycle of the Project Maintain Contract Execution Tracking Log.

Assist the PM in the review of Contractor quotations to ensure that only fair and reasonable pricing is recommended for approval.

Track & Manage contemplated change notice and change orders in database. Prepare substantial completion certiﬁcates and ensure all required project close out documents are obtained.

Communicate ideas for improving company processes with a positive constructive attitude and for developing this attitude in others.

Keep the Project Manager (PM) and others informed about project status and issues that may impact client relation.

Supplier and production coordination and for all materials will be using in a propose project.

# PROJECT EXECUTED

**EXHIBITIONS (2014 - 2016)**

**Automechanika GITEX Technology**

**Gulfood Manufacturing Gulfood**

**The Big 5 / Big 5 PMV / Middle East Concrete**

**BIG 5 Kuwait - Qatar Arab Health Exhibition Middle East Electricity Arablab Exhibition**

**Paperworld Middle East & Playworld Middle East**

**Arabian Travel Market Beauty World Arablab Exhibition**

**EVENTS (2014 - 2016)**

# EDUCATION

**Bachelor of Arts in Tourism & Events Management**

San Sebastian College - Philippines (1998 - 2002)

**Sofexa Events Majlis Gallery**

**Emaar Address Hotel Wedding Kiosk ADCB BANK - Fit Out**

**Damac Kiosk at Airport T3 Dubai Residental Furniture**

# PERSONAL DETAILS

**Higher College of Technology (Graduation Ceremony 2016)**

Date of Birth : 17 - 04 - 1981

Nationality : Filipino

**Institute of Applied Technology (Graduation Ceremony 2014 -2016)**

**Dubai Tourism Events (DSF-DFF) Dragon Mart 2 Opening 2016**

# INTEREST

**LANGUAGE**

**English**

# REFERENCES

**Tagalog**



Available upon request.