



TANIA LOPES

DIGITAL MARKETING | EVENTS PLANNER

PERSONAL PROFILE

A professional career focused in Digital Marketing, with a Marketing Degree at Setubal University and currently attending the Digital Marketing Academy at Flag, looking to have access to new open doors/opportunities into the Digital World.

Ambitious person with a professional experience in Travel Industry for more than 5 years and 2 years in Events, both in London and Lisbon.

My life and work experience have been improved and developed in United Kingdom for almost 5 years.

SKILLS & COMPETENCES

- Photoshop
- Wordpress
- Sales Force
- MS-Office
- Languages: Portuguese (Native/Fluent), English (Fluent), French (Intermedium) and Spanish (Intermedium)
- Digital Marketing
- Event Planning
- Strong Communication Skills

GET IN TOUCH:

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WORK BACKGROUND

Secretary of Board of Directors

Electrão | 2017-present Lisbon

Supporting all the necessary administrative and clerical assistance to the President of the board and executives. Maintain diary, arrange meetings and appointments and provide reminders, managing executive's agendas.

Work duties:

- Support in Sales Force
- Assisting Communication & Awareness Department with:
 - Electrão Schools Campaign
 - External and Internal Events Planning
 - Double-checking the content documents translated from Portuguese to English by the Translation Agencies
- Travel management
- Office Management
- General administrative support
- Monitoring and preparation of meetings
- Negotiating terms with vendors and performing research
- Primary point between the Board of Directors and Internal/External clients

Executive Assistant & Events Manager/Office Support

Amplexor International | 2016-2017 Lisbon

Acting as the point of contact between the executives and internal/external clients. Maintain diary, arrange meetings and appointments and provide reminders, managing executives agendas. Delivering events on time that meet expectations. Setting, communicating and maintaining timelines and priorities on every deliveries.

Work duties:

- Responsible person for Marketing and Life Science Corporate Events within AMPLEXOR
- Using Sugar CRM for adding contacts/Leads collected from these events by our employees
- Responsible for planning and organizing all the internal events
- Assisting with all necessary Marketing materials
- Make travel arrangements for Portugal Offices and other entities outside Portugal
- Working alongside with Finance to reconcile travel and events expenses
- Managing Concur regards to company expenses
- Take dictation and minutes and accurately enter data in supporting systems
- Produce reports, presentations and briefs
- Managing supplier relationships
- Managing operational and administrative functions to ensure specific events are delivered efficiently
- Research venues, suppliers and contractors, and then negotiate prices and hire

Company Travel Coordinator / Administrative Assistant

Liquid Telecommunications | 2015-2016 London

Responsible for travel arrangements for company's staff around the world. Working along with Finance by tracking and updating all the expenses from the company's credit cards from our C-Level Staff including our CEO and CFO. Ensure these expenses are in order until the end of each month.

Main responsibilities:

- Booking domestic and international flights and hotels for staff
- Controlling all travel arrangements, amendments and cancellations
- Coordinating travel arrangements with international offices
- Arranging and coordinating group itineraries for major events and meetings
- Administrative ad hoc duties when needed
- Undertake any other duties and responsibilities consistent with the nature, level and grade of the position
- Ensuring all bookings and reservations are processed in line with the company travel policy and relevant departmental guidelines and processes
- Ensure the travel expenditure is minimised and a high service level is received by the traveler
- Working alongside finance to reconcile travel expenses

EDUCATION BACKGROUND

Flag Academy

Digital Marketing Academy, 2018-present

<https://www.flag.pt/oferta/academia-de-marketing-digital-lisboa-pos-laboral-e-sabados-20181016/>

Souters Business & Office Skills Training

PA/Secretary Diploma, 2015

http://www.souterstraining.com/Secretary_and_PA_Courses/secretary-pa-diploma

Polytechnic Institute of Setubal

Marketing Degree, 2007-2010

<https://www.esce.ips.pt/cursos/licenciaturas/mkt>

REFERENCES

Available upon request