

Estefanía Gutiérrez Sánchez

EDUCATION

CENTRE D'ESTUDIS POLITÈCNICS

Higher Technician in Business Administration and Finance
Barcelona | 2020 -2022

ESCUELA INTERNACIONAL DE PROTOCOLO

Protocol, Design, Creation and Management of Events Course |
Barcelona | 2017 - 2020

JESUÏTES SARRIÀ

Higher Technician in Audiovisual and Show Production
Sant Ignasi | 2015 - 2017

WORK EXPERIENCE

Events -Administrativa Assistant

AGORA EVENTS | 11/2021- ACTUALITY

FACE TO FACE BCN By Mónica Galindo | 12/2019 - 12/2020

- Locating and recruiting potential event attendees
- Securing the best locations
- Press contact
- Management of registrations, accommodation and control of budgets and contracts.
- Recording of graphic material during the event

Telephone customer service

EMERGIA (VUELING) | 05/2017 - 08/2017

- Carrying out telephone transactions with customers
- Accompany customers from the time of purchase to the time of the flight
- Ensure hotel availability near the airports in case passengers need to be relocated.

Events Assistant

PROACTIVE | 02/2017 - 03/2017

- Locating hotels with the client's needs.
- Contacting different suppliers for events.
- Creation of schedules and lists of routes for workers.

Production Assistant

FOCUS | 04/2016 - 07/2016

- Performing the layout of the scripts used by the actors during rehearsals.
- Search and creation of the organization of the catering.

SKILLS

- Organized
- Time management
- Good communications skills
- Problem Solving
- Good team-work



EVENTS ORGANIZATION & ADMINISTRATION

Multitalented and determined professional with demonstrable experience in the audiovisual sector, shows and events. With knowledge of architecture events organising . In constant training in assisting the management and administration of companies. Lover of innovation, the different and the authentic.

El Prat de Llobregat 1997

CONTACT



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LANGUAGES

Spanish and Catalan

Native speaker

English

Upper_Intermediate

2016 - Erasmus en Turku, Finlandia

KNOWLEDGE IN:

- Adobe (Indesign, PhotoShop y Premiere)
- Microsoft Office
- Eventbrite
- A3innuva