



Ellie Brown

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ellie.brown@aol.com

DOB: 13 October 1993

Nationality: English-French

Married

PROFILE

My experience in PR and celebrity recruitment puts me in an excellent position for the role of Relations Officer. My previous positions have required me to manage celebrity projects with multi-media components including broadcast, print, film, photographic and digital (social media). I have handled celebrity related communications plans and outputs, project managed celebrity events, worked with celebrity agents, publicist and managers and hosted VIPs on field missions. I speak several languages and have travelled extensively, making me an excellent candidate for the international position I am seeking.

EDUCATION

BA History, Nottingham University, Nottingham

Subject areas: European history from early medieval to the present, the Contemporary World since 1945, early modern, modern and contemporary history.

A Levels, Nottingham College

Subject areas: History (A), English (A), Maths (A), Graphic Design (B)

WORK HISTORY

Charity X, London

Special Event and Celebrity Engagement Manager (April 2014 - date)

- Organising and managing the most exciting and prestigious events for this well-known charity.
- Responsible for the Charity's Supper Club (raising £200k annually), Gala Ball and Carol Concert.
- Supporting the Events Officer in managing challenge events such as 'celebrity golf day'.

Charity Y, Derby

Events and Celebrity Engagement Manager (April 2012 – April 2014)

- Working on the special events programme, working on budgets and ensuring smooth running of the existing events for the year.
- Securing fundraising prizes to maximise profit from events, which includes auction, silent auction and raffle items, and building relationships with prize donors to secure ongoing support.
- Researching and securing sponsorship for events using warm contacts and cold approaches.

SKILLS

Public speaking: I have been required to speak at numerous celebrity events that I have managed, including opening the event, introducing attendees to the cause with a view to boosting support and donations, introducing celebs and closing the event.

Communication and interpersonal skills: Having managed numerous events which involve bringing people on board and coordinating many different stakeholders, my communication and interpersonal skills are excellent.

Teamwork: My roles have required me to bring large numbers of people together and coordinate them to ensure a successful event, which has given me experience both working with and managing the teams involved.

Presentation: To bring on board celebrities and donors I have been frequently required to deliver presentations to groups of people and my presentations have been effective in achieving this goal.

MEMBERSHIPS

- Chartered Institute of Public Relations – *Member*
- Assoc De Empresas Consultoras En Relaciones Publicas – *Member*
- Information, Presse & Communication – *Member*

INTERESTS

When I am not at work, I love spending time with family, visiting new places, travelling and meeting people. I am also a keen hiker and a member of several hiking clubs including Amber Valley, Chesterfield and NE Ramblers, and Derby Nomad Ramblers.

REFERENCES

Carl Brown
Manager, Charity X
(01949) 123456
carlbrown@charityx.com

Lisa Smith
Manager, Charity Y
(01949) 123457
lisa.smith@charityx.com

“
Ellie is a confident lady who has a brilliant track record of organizing and managing events, alongside managing and inspiring team members to deliver outstanding results.

~ CARL BROWN, MANAGER, CHARITY X

“
Ellie is a bright and creative individual who is exceptional at planning, organizing and hosting special events to raise money for our cause.

~ LISA SMITH, MANAGER, CHARITY Y

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