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|  | |  |  | **Ellie Brown**  Ellie Brown  123, The Street, The Town, The City NG1 234  (07456) 017444  ellie.brown@aol.com  DOB: 13 October 1993  Nationality: English-French  Married | | | **Languages spoken (fluent):** Portuguese, English, Spanish ▪ **Languages spoken (basic):** French, Italian, German |
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| **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** | | | | | | | Cross-cultural communication skills ▪ Excellent networking abilities ▪ Interpersonal influence ▪ Adaptive thinking  Emotional intelligence. ...  Resilience. |
| **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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