

# Elena Linati Guitart

Email: elenalinati@gmail.com

Phone: (682) 251-2056

---

## **Objective:**

To secure a job position as event planner that will utilize my languages and experience in tourism and hospitality management.

## **Education:**

**2016-2017 Current studies-Richland College-** Associates of Applied Science Degree in Travel, Exhibition and Meeting Management. AND Certificate in Events & Meeting planning. 2016-2018 Graduating May 2018.

**SWVS Event**, Fort Worth, Texas. Worked as a student being part of the Meeting planning staff. September-October 2016.

**Final Project:** Quality and 5 stars Hotels in Barcelona, application of *concept mapping*. October – May 2010

**Tourism Seminar in Berlin**, Germany. (Attendance to ITB) March, 2007

**2006-2010 TSI – Turismo Sant Ignasi-ESADE Bachelor's Degree in Tourism and Hospitality Management.**

## **Language skills:**

Multilingual: Spanish/Catalan (native), English (Fluent), French (Fluent), German (conversational)

Computer/Program skills: Amadeus, Fidelio, Microsoft Office package, EventMobi, Foliotek.

## **Work Experience:**

- **TEEM Program at Richland College student assistant. Dallas, January-Current 2018.** I am the student sponsorship chair for the 2018 Hospitality, Exhibitions and Event Management Program (HEEM) Scholarship Luncheon and Silent Auction. (CO-OP RC Internship)
- **Director of Communications Assistant**, DFW NDCA, Dallas. February 2018. Internship as an assistant on all departments regarding the completion of the DFW Auto Show. (CO-OP RC Internship)
- **LAB Assistant**, Richland College, Dallas. The Manufacturing Lab as a student assistant. January-June 2017. Assessed students with tools manipulation and kept the Lab organized.
- **Mobile World Congress**, Barcelona, Spain. Convention Hostess. February 2016. Promoted new products of Lenovo Technology Company, assisted Fair attendance.
- **Aspasios- Rental apartments Agency**, Barcelona, Spain. Rental advisor. Temporary-Long term department. January 2014-January 2015. Advised clients, booked and carried out leasing contracts.
- **iFarmas- La Red Social Colaborativa**, Sabadell (Barcelona), Spain. Director Assistant, Events & Marketing – September 2012-January 2014. Assessed the Director, **conducted Fair Events planning**.
- **Hotel de Rome (Roccoforte Collection)**, Berlin, Germany. Front desk on spa. September – January 2010-2011. Supervised the Spa area, served clients, Sales of Beauty and treatment products, controlled inventory.
- **Firma Lifta Lift**, Cologne, Germany. Customer Service Department. July – August 2009. Telephone customer service assistant. Resolved doubts.
-

- **Rafael Hoteles**, Barcelona, Spain. Marketing and Sales. November – March 2010. Responsible for group room sales in the Hotel. Developed marketing and promotion strategies with Sales Department.
- **Grand Hotel Central**, Barcelona, Spain. Front desk, Housekeeping, F&B, Marketing and Events. June – August 2007. Learning program in each different Hotel Department.

### **Professional summary:**

I am a communicative, self-starter and proactive in my approach to job tasks. I am an autonomous, independent person with initiative, a high energy, dynamic and interested in multiculturalism and communication. Great ability to network and develop relationships. Passionate about making those around me comfortable to ensure harmony and collaborative efforts to successfully complete tasks and ensure their success.

### **Professional affiliations and volunteering:**

The World Affairs Council of Dallas/ Forth Worth member. 2015-2017

Volunteering in translation at the ECOM Foundation in ECOM Inc. Company. Dallas, TX – July-November 2015

Member of IAEE and TEEM student's Club at Richland College.

Volunteer at several Events in the Industry:

- The Hotel Association and The Hotel Sales and Marketing Association Luncheon-Jan 2018
- The Hotel Association of North Texas Annual Meeting- March 2018
- GMID Global Meetings Industry Day- April 2018

### **References:**

#### **M.T. Hickman, CMP, CPECP**

Lead faculty

Travel, Exposition & Meeting Management

Richland College

Phone- 972-238-6097

[mthickman@dcccd.edu](mailto:mthickman@dcccd.edu)

Mentor at Richland College.

#### **Marianne Jones**

Director of Communications

DFW NCDA

Phone -214- 637-0531

[marianne.jones@dfwncda.com](mailto:marianne.jones@dfwncda.com)

Responsible for my Internship.