



Elettra Pomilio

WORK EXPERIENCE

Event & Guest Experience Coordinator

ROCKWOOL SailGP Denmark

City: Taranto and Dubai

- Ensuring a 360° premium guest experience: travel, accommodation, racing viewing on spectator boats, lounge experience, VIP merchandise and activities with sailors
- Deal promptly, efficiently and pleasantly with any queries and resolve guest complaints that may arise
- Overseeing the day-to-day operations of logistics, merchandise and on-site supervision
- Coordinating with catering staff and other suppliers (audiovisual, performers, DJ etc) to ensure that all services are delivered as planned
- Event production for Guest dinners and parties (run sheets development, with keynote, music, live entertainment, lighting)

Event Coordinator

The Ocean Race [05/12/2022 – 14/07/2023]

City: Alicante

Country: Spain

- ***Stopovers: Alicante (Spain), Cape Town (South Africa), Itajaí (Brazil), Newport (United States), Aarhus (Denmark), The Hague (The Netherlands), Genova (Italy)***
- Preparation & planning: drafting key event documents, updating run sheets for sports presentation programmes, communicating information to stakeholders via RaceNet (extranet), communicating information to other departments internally, creating presentations, researching creative ideas for events, contacting suppliers, collecting quotes, checking invoices, purchasing equipment and supplies, and liaising with Host Cities, and other departments within The Ocean Race, managing volunteers
- Delivery: setting up back-of-house production office, briefing suppliers and temporary staff, managing inventory of equipment and supplies, setting up venues and overall assisting with the smooth running of the events
- Sports Presentation: on-site coordination, with MC hosting, live commentary, special lighting, live entertainment acts, development of ways to slow down the spectator egress in order to ensure an efficient transport service after the competitions and victory ceremonies
- Managing and maintaining positive working relationships with Host Cities, venues and key suppliers while planning event
- Assisting with the delivery of business development and VIP/protocol programs, and Guest on-board programs

Event Coordinator

Pomilio Blumm Srl [21/06/2019 – 03/12/2022]

City: Alicante

Country: Spain

- part of the team working exclusively for the EUIPO (European Union Intellectual Property Office)
- organizing events, workshops and meetings of various Departments of the EUIPO
- coordinating all services related to the event (catering, transportation, reprography, security etc)

- organizing and coordinating online events on Zoom and MS Teams
- carrying out administrative and financial tasks for the storage of data regarding all the events
- administrative assistant in the invoicing and balancing process
- providing support with HR related matters and tasks

International Student Ambassador

Leeds Beckett University [09/2018 – 05/2021]

City: Leeds

Country: United Kingdom

- being the first point of contact and guide for all International and Exchange Students during the Induction weeks
- planning and supporting on site all events related to the Induction Weeks
- implementing the wellbeing and assistance of the students through weekly meetings and social events during the year
- being a Model student for the Informative Brochures of the University, attending photoshoots and interviews
- writing Blog posts and producing Vlogs for the University Official Website, talking about my experience as International student in the UK, Exchange student in the US, Placement student in Spain
 - [My international exchange in New York City](#)
 - [New York so far](#)
 - [Reflecting on my exchange](#)
 - [Why Leeds Beckett is a great place to study](#)
 - [Why I love studying in Yorkshire](#)
 - [Work Placement Abroad](#)
 - [Student life in Leeds](#)
 - [My Clearing experience](#)
 - [Support for students](#)

Account Executive Assistant

Acceleris [04/2018]

City: Harrogate

Country: United Kingdom

Intern at Acceleris PR Agency, carrying out various tasks:

- researching data needed for campaigns
- writing press releases and blog posts for the company website
- looking for new potential clients among the business area of interest of the company

Event Planner at RAG Fashion Show

Leeds Beckett University [02/2018]

City: Leeds

Country: United Kingdom

- planning and organizing the Fashion Show of the University, in collaboration with 2 other students.
- casting models for the cat-walk
- managing the audiovisual system, catering
- Finding sponsors for the fashion show itself and for the prizes of the Fundraising Raffle

Marketing Ambassador

Leeds Beckett University [09/2018 – 06/2019]

City: Leeds

Country: United Kingdom

- promoting the services and facilities offered by the University to all students, with stands on campus during the Induction Weeks and in external fairs

EDUCATION AND TRAINING

Honours of BA (Hons) Public Relations

Leeds Beckett University [2017 – 2021]

City: Leeds

Country: United Kingdom

Field(s) of study: Communications

Final grade: First

Modules

- Writing for Communication
- PR & the Media Environment
- PR Skills
- PR Trends
- Social Psychology of Comms
- Marketing Comms
- Global Business Environment
- Managing Resources for PR & Marketing
- Understanding Markets & Customers
- Global Communication

Exchange Programme - Spring Semester

St. John's University [01/2019 – 05/2019]

City: New York

Country: United States

Modules

- Public Relations Strategies
- Special Event Publicity
- International Communications & Global Development
- Public Relations Writing
- Current Issues in Communication

Diploma of Language Studies

Efterskolen Ved Nyborg (EVN)

City: Nyborg

Country: Denmark

LANGUAGE SKILLS

Mother tongue(s): **Italian**

Other language(s):

English

LISTENING C2 READING C2 WRITING C2

SPOKEN PRODUCTION C2 SPOKEN INTERACTION C2

French

LISTENING B2 READING B2 WRITING B2

SPOKEN PRODUCTION B2 SPOKEN INTERACTION B2

Spanish

LISTENING C2 READING C2 WRITING C2

SPOKEN PRODUCTION C2 SPOKEN INTERACTION C2

Danish

LISTENING A1 READING A2 WRITING A2

SPOKEN PRODUCTION A1 SPOKEN INTERACTION A2

Portuguese

LISTENING B1 READING B1 WRITING A2

SPOKEN PRODUCTION A2 SPOKEN INTERACTION B1

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

DIGITAL SKILLS

MS office / Word / Excel / PowerPoint / Outlook / OneNote / Social Media / Social Network / Beginner
HTML/CSS / Pc and iOS

HONOURS AND AWARDS

Dean's prize for Best Student of the BA (Hons) Public Relations course

Leeds Beckett University [05/2021]

"The Award is a recognition of the hard work and commitment the best student demonstrated during the studies".

Grayling Prize

Grayling PR & Leeds Beckett University [03/2021]

I was awarded the Grayling Prize as a result of the Pitch Competition for 2021. All students divided into teams presented live to the Grayling PR directors, who chose the most outstanding marketing campaign to implement it into their brand strategy.

Link: <https://www.leedsbeckett.ac.uk/news/2021/07/grayling-prize-2021/>

COMMUNICATION AND INTERPERSONAL SKILLS

Communication skills

- excellent interpersonal skills gained through high-standard customer service experience
- high tolerance and integrity for working within multicultural and diverse environments
- ability to listen, understand colleagues, clients, stakeholders, and solve issues.

VOLUNTEERING

2015 Mediterranean Beach Games

[Pescara, Italy, 08/2015 – 09/2015]
