ELENA IÑIGUEZ DE HEREDIA - Events Management

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PERSONAL OVERVIEW

I started figure skating as a hobby, but it quickly became my passion. And it brought me to the amazing world of sport events. With more than 7 years of experience, I am always seeking new opportunities to keep traveling the world doing what I do best!

PROFESSIONAL EXPERIENCE

2012 - TODAY: Events Manager (Volunteer)

ARGENTINIAN FIGURE SKATING FEDERATION (FAPH)

- Planning and coordination of national and regional championships, test events and workshops.
- Digital Content, Social Media and Website management.
- Team leading and training for +20 volunteer staff.
- Events Committee Operations Plan creation and management.
- Member of the Directive Board as Pro-Secretary from 2012 to 2015.

MAY – SEP 2019: Venue Management Coordinator

PANAMERICAN & PARAPANAMERICAN GAMES LIMA 2019

- Venue operations coordination for five different sport competitions: figure roller skating, badminton, table tennis, para table tennis and para badminton.
- Planning and coordination of four overnight venue changeovers.
- Team leadership and operational support.

FEB 2019: Production Assistant (Volunteer)

ISU FOUR CONTINENTS FIGURE SKATING CHAMPIONSHIPS, USA

- USFS production team general support.
- Small Medals and Awards Ceremonies assistance.
- Backstage backup during the Exhibition Gala.

JUN-OCT 2018: Main Press Center Coordinator

YOUTH OLYMPIC GAMES BUENOS AIRES 2018, ARGENTINA

- Venue operations planning and management.
- Bump-in and out coordination and venue testing.
- Team leading and training for 3 paid staff and 8 volunteers.
- Media Workroom, Media Help Desk, Media Lounge & Press Conferences management.
- Office management for IOC and BAYOGOC Media Operations & Young Reporters.

FEB 2018: Observer Programme Volunteer

WINTER OLYMPIC GAMES PYEONGCHANG 2018, KOREA

Assistance during visits to venues and presentations for the Observer Programme.

2015 – 2018: Figure Skating Performer on Ice Shows

RONCALY ON ICE, MEXICO TOUR & AQUATIC CIRCUS ON ICE, CHILE TOUR

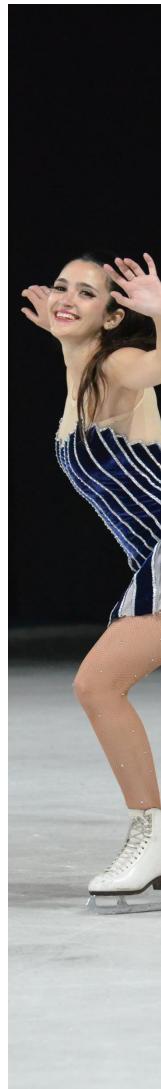
• Skating performances on ice shows: solo, adagio, chorus and fire juggling acts.

2015 - 2016: Organizer & Performer - Personal Project

ON ICE THEMED SHOWS, ARGENTINA

- Organization of several open shows on ice.
- Planning, venue management, entries and suppliers administration, promotion and production.

PREVIOUS JOBS: Before starting a career in sports events I worked in sales, administration and teaching English.



ACADEMIC EDUCATION

2018: Sports Events Management Online Course

JOHAN CRUYFF INSTITUTE

- Final Project Grade: 92/100.
- Course included in Sport Management and Sport Marketing master's degree programs.

2017: Shows Production Course

CAPACITARTE, BUENOS AIRES UNIVERSITY (UBA)

Show production fundamentals and project management

2016: 56° Young Participants Session

INTERNATIONAL OLYMPIC ACADEMY, GREECE

- Academic lectures, group discussions, sport activities and arts workshop with 200 participants from all over the world.
- I was chosen to represent my country after participating in the 33° Session of the Argentinian Olympic Academy in October 2015 among other 30 members.

2015: Management of Olympic Sports Organizations Advanced Course

ARGENTINIAN OLYMPIC COMMITTEE

Final Project Grade: A. It was selected to be presented at the 2018 and 2019 course editions as a successful example.

2013: 100 Hours Professional Diploma

BRIDGE TEFL - TEACH ENGLISH AS A FOREIGN LANGUAGE

- Final Grade: A.
- Globally recognized online certificate.

SKILLS

LANGUAGES

I speak fluent Spanish and English, intermediate German and elementary French.

TECHNOLOGY

Advanced user of Microsoft and Google tools and Social Media platforms, plus basic knowledge of photo and video editing.

WORK ETHICS

I have great **organizational** and **communication** skills. My strongest qualities are **proactivity, flexibility, time management** and **optimism.** I am also a **quick learner** and always enjoy new challenges!

CULTURE

I have chosen a **nomadic lifestyle** that allows me to keep on learning from other cultures and enriching my experience.

REFERENCES UPON REQUEST

María Dolores Cazorla, FAPH President - <u>mariadolorescazorla@gmail.com</u>
Romulo Macedo, YOG 2018 Media Operations Cluster Manager - <u>romulo.omacedo@gmail.com</u>
Rodrigo Sauñe Reyes, Lima 2019 Venue Manager - <u>rsaune@hotmail.com</u>