

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 - mariadolorescazorla@gmail.com

Romulo Macedo, YOG 2018 Media Operations Cluster Manager - romulo.omacedo@gmail.com

Rodrigo Sauñe Reyes, Lima 2019 Venue Manager - rsaune@hotmail.com