

Paulo Rezende

Assistant Event Planner

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Date of birth 1985-12-26

I have a diverse professional background that has shaped me into a capable assistant events planner. Having grown up in Brazil and moved to the US, I developed the ability to adapt in diverse scenarios, handle multiple tasks, provide creative solutions to complex problems, and consistently deliver results in a timely manner.

Experience

2013-05 - present

Assistant Event Planner

Lawrence Scott Events

- Facilitated the planning and organization of high-end events such as black tie galas, fundraisers, weddings, and fashion shows.
- Trained and managed staff to ensure superior service.
- Provided individualized service to clientele, making arrangements to fulfilling last minute requests and changes.

2013-07 - 2018-12

Captain Event Planner

Premier Party Planners

- Performed stellar service while working in private parties and exclusive venues.
- Trained and supervised staff to provide quality service to patrons.
- Maintained excellence in service provision, frequently being requested to serve by VIP Clients.

2016-01 - 2018-05

Captain Event Planner

ONE Hotel

- Performed high volume service in an upscale environment, achieving FORBES STANDARDS.
- Served VIP guests in exclusive parties.
- Managed staff at the service bar to guarantee efficient and accurate cocktail service.

2016-12 - 2018-07

Bartender

Fontainebleau

- Served drinks and specialty cocktails in a high end environment.
- Served food maintaining stellar customer service.
- Lead the financial closing of daily operations.
- Provided service to private parties and VIP events.

2014-05 - 2015-02

Administrative Assistant

Banco Bradesco

- Handled administrative requests and queries from senior managers.
- Planned meetings and took detailed minutes.
- Provided daily front-office support,
- Managed company's general administrative activities.

2011-01 - 2014-12

Assistant Translator

Phillips De Pury Auction House

- Provided Portuguese-English translation.
- Elaborated necessary documents and brochures for closing deals.
- Supported sales staff during auctions.

2005-07 - 2008-12

Administrative Assistant

Uniceub

- Oversaw front desk area, including greeting visitors and responding to telephone and in-person requests for information.
- Designed electronic file systems and maintained electronic and paper files.
- Filed complete documents and retrieved information as needed.

Education

2006-08 - present

Uniceub

- BA in Psychology.

2013-01 - present

La Guardia College

- International Business Associates Degree.

2000-01 - 2004-12

Colégio Projeção

- Middle and high school education.

Certificates

2018-01

TIPS Certified - US

2018-01

Food Handler Certified - US

2018-12

Cerimonial and Protocol Certificate - Câmara dos Deputados de Brasília

Personal Skills

- Top personal skills: great communication abilities, team player, responsible, outgoing, and quick to learn.
- Outstanding ability to manage large number of crowds.

Professional Skills

Micros



Advanced

Champion



Advanced

Aloha



Advanced

Microsoft Package



Intermediary-Advanced

Languages

Portuguese



Native

English



Advanced (written, spoken and read)

Spanish



Advanced (spoken) and Intermediary (written and read)