Maria Maksakova

**Date of birth:** 12.12.1996

**Moscow, Russia**

**E-mail:** maksakova.marie@gmail.com

**PROFESSIONAL EXPERIENCE**

*September 2019 – January 2020*, Hotel W Barcelona Marriott

Meetings Insider Trainee

Region of responsibilities: Barcelona, Spain

Main responsibilities:

* Preparation of a place and necessary materials for the upcoming event;
* Interaction with other department of the hotel, such as marketing, kitchen, banquet, reception;
* Primary liaison between the manager and the client;
* Coordination of the event itself;
* Attendance to the internal and external meetings;
* Clients’ material reception and preparation;
* Preparation of a necessary documentation;
* Attendance and primary help to the client during the events, such as weddings, summits, meetings, celebrations, gala dinners, etc.

*May 2018,* ENNOVA Summit (Construction and architecture)

Event Manager Assistant/ Translator

Region of responsibilities: Valencia, Spain

Main responsibilities:

* Preparation of a place and necessary materials for the upcoming event;
* Interaction with the hotel staff, where the summit was held;
* Primary liaison as a translator between the Kazakh and the Spanish guests;
* Assistance in guidance and directing the program and guests;
* City tour guidance.

*January 2018 – April 2018,* Centre of Consulting of Analysis in Construction

Business Development Analyst

Region of responsibilities: Moscow, Russia

Main responsibilities:

* Preparation of the necessary documentation;
* Collection and distribution of the information;
* Organisation of the effective use of the data;
* Amendments of the data in the documents.

*July 2016 – August 2016*, Utkonos (Online retail company)

Finance & Marketing Intern

Region of responsibilities: Moscow, Russia

Main responsibilities:

* Preparation of the excel file with the financial data;
* Acquaintance with the financial information of the company in order to prepare the documents;
* Assistance in the marketing department;
* Liaison between the marketing and finance departments.

**EDUCATION**

*October 2018 – May 2019*

**Ostelea/ EAE Business School**, Barcelona, Spain

**Universitat de Lleida**, Lleida, Spain

Master in Event Organisation, Protocol and Business Tourism

Dissertation in Event Organisation, GPA 8.5/10

*October 2014 – May 2017*

**EU Business School**, Barcelona, Spain

Bachelor of Science in Business Finance

Dissertation in Marketing, GPA 3.4/4 Honour Cum Laude

*September 2012 – May 2014*

**High School of Moscow №2086,** Moscow, Russia

Gold Medal of Russia and Moscow Gold Medal for the excellent education

**ADDITIONAL EDUCATION**

*September 2019 – Now*

**ESNECA Business School,** Online

Wedding Planner Course

*September 2016 – April 2017*

**DAR Driving School**, Barcelona Spain

Driving Licence B category

**KNOWLEDGE OF LANGUAGES**

English – *Advanced* (full proficiency)

Spanish – *Advanced* (full proficiency)

Catalan – *Intermediate* (good reading and speaking abilities)

French – *Intermediate* (good reading and speaking abilities)

**STRONG SIDES**

I am a very communicative, active, and reliable person who feels comfortable working in team. I like increasing my knowledge in many spheres by using my imagination and creativity. I have an experience in working with famous international companies.