

## EVA JUDKIEWICZ | Event Coordinator – Translation Consultant

Scottsdale, AZ 85258 | 480 734 9841 | eva.judkiewicz@gmail.com

**Event coordinator** with demonstrable experience in organizing **international and domestic business** meetings, conferences and receptions. Success resulting from patient, positive, cross-functional communication and ability to **lead or engage as part of a team**. Adept with **Microsoft Office Suite**, Digital Marketing, Social Media, and Networking.

### BILINGUAL ENGLISH-FRENCH | ORGANIZE EVENTS for 2000+ | CRM, TYPO3 & CONSTANT CONTACT

Account & Client Management  
Event Promotion: Mailings, Ads & Web Pages  
Follow Up & Event Debriefing  
Budget Management  
Shipments of Materials & Supplies  
Conception of graphic communication & booth design

Venue, Travel & Hotel Arrangements  
Website Updates & Media Partnerships  
Registration Process Management  
Large Scale Mailings & FAQ Listings  
Contracts Negotiation with Providers  
(catering, security, AV)

### RECENT PROFESSIONAL EXPERIENCES

**Translation Consultant**, SEACRET Direct, Phoenix, AZ, USA, 2014 – present

- Translation, from English to French, of materials regarding marketing collateral and website content
- Website and email content overview
- Marketing department support as needed in regards to French

**Event Coordinator**, SEACRET Direct, Phoenix, AZ, USA, 2014 – present

- SEACRET Agent Destination Cruise to Catalina and Ensenada, May 18-22, 2015
- [SEACRET Revolution Convention](#) in Phoenix, AZ, November 7-9, 2014
- [SEACRET Top Producer Getaway](#) Incentive trip in Puerto Peñasco, September 5-9, 2014

**Registration Management**, Foam Glow 5K, Phoenix and Goodyear, AZ, USA, 2014

**Retail and Customer Service**, Juice Plus+ Conference, Phoenix, AZ, USA, 2014

**Registration Management**, Society of Toxicology 53<sup>rd</sup> Annual Meeting, Phoenix, AZ, USA, 2014

**Event Coordinator**, European Photovoltaic Industry Association, Brussels, Belgium, 2011 - 2013

Organized and managed various aspects of multi-year events under the budget of \$200,000 including:

- [EPIA](#) Annual General Meeting in Brussels with CEOs of European PV companies
- [SOLAREXPO](#) 2012 in Verona and 2013 in Milan, the place to be for national players involved in the solar energy sector and for all major international solar Companies
- [INTERSOLAR EUROPE](#) 2012 and 2013 in Munich, which is the world's leading exhibition for the solar industry and its partners
- [27th EU PVSEC](#) in Frankfurt, which gathers the global PV community to conduct business, to network and to present and discuss the latest developments and innovations in Photovoltaics

**Event Coordinator**, Nwil-Events, Brussels, Belgium, 2010 - 2011

Organized, contributed and managed various aspects of events, including:

- Virtual Physiological Human Network of Excellence VPH2010 Congress with 200+ participants
- International Society of Biomechanics ISB2011 Congress with 1000+ participants
- Opening ceremony, VIP dinner and closing banquet

**Project Officer**, Brudisc Non-Profit Association, Brussels, Belgium, 2011

- Created a new visual identity with the web design company based on the association's activities and its new image
- Enhanced the communication and visibility of the association by reviewing the site map and updating the texts and pictures

**Event Coordinator**, Belgian Presidency of the EU, Foreign Affairs Ministry, Brussels, Belgium, 2010

- Organized 4 events during the 6 months of the Presidency with a budget of \$180,000
- Responsible for venue selection, contracts negotiation, VIP travel and hotel arrangements
- Managed large-scale mailings and the registration process
- Primary point of contact on site for providers (security, AV and IT)

## ADDITIONAL ROLES

**Volunteer** – Foundation ULB/Alumni Office, Universté Libre de Bruxelles, Brussels, Belgium, 2009

**Preschool French Teacher** – International School of Arizona, Phoenix, AZ, USA, 2006 - 2009

**French Teacher** – Berlitz Language Center, Phoenix, AZ, USA, 2006 - 2007

**Front Desk Manager** – Beaux-Arts Auction House, Brussels, Belgium, 2004 - 2006

## EDUCATION

**Master in Philosophy** – Université Libre de Bruxelles, Brussels, Belgium, 2004

**Exchange Program (Erasmus)** – Université Jean Moulin, Lyon 3, France, 2003

**Degree in Jewelry & Goldsmith** – Institut des Arts et Métiers de Bruxelles, Brussels, Belgium, 2000

[WWW.LINKEDIN.COM/IN/EVAJUDKIEWICZ](http://WWW.LINKEDIN.COM/IN/EVAJUDKIEWICZ)