

NADIYA SHEMIAKINA

Age: 34 years' old

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Self-Summary



WHO I'm?

I'm a person with the ability to analyze issues, devise continuous process improvements and incorporate business process initiatives to increase efficiency, streamline operations and decrease aggregate expenses with limited resources. My strong side is a good communication skill that help a building long-terms relationships with a client, business partners to mutually benefit all parties and creative side that able me to find innovative solutions to assigned tasks.

MY experience *My long-term work experience (over 14 years) in event and MICE business got me a chance to organize hundreds of events with different quantity of peoples at all continents and the most remote parts of the world*

I know MICE business from different sides:

Experience in MICE agencies got me understanding what a best supplier for the events is.

Experience from DMC got me understanding who a best buyer is.

Experience in Event companies got me chances to create unusual ideas for the excellent client's party's and conceptual trips.

I have been visited a lots of different industry exhibitions and forums, so I know how to organize a best one.

MY achievements *the main value for me is the team and the people who work with me. Therefore, I consider the creation and training of one of the most professional teams in the Ukrainian market to be one of my main achievements at the last place of work.*

EDUCATION

Higher education:

2003 - 2008 Kiev Polytechnic Institute (Ukraine) - specialty: engineering ecology

WORK EXPERIENCE

Head of MICE Department

Nov 2017 – till now

BTL Ukraine (Travel and Destination Management Company)

Kiev, Ukraine

<http://btl-company.com>

-To accept shared responsibility with the Managing Director for managing the sales and promotion of the company.

- Lead the MICE team in BTL Ukraine , lead the team in BTL Italy DMC and BTL France covering all aspects of the offices including; sales, proposal development, pricing, product and operations
- Department budget management
- Manages group room blocks and meeting space for average to large-sized assigned groups.
- Ensures that events progress seamlessly by following established procedures, collaborating with other employees, and ensuring accuracy.
- Delivers excellent customer service throughout the customer experience and encourages the same from other employees. Empowers employees to provide excellent customer service.
- Prepare annual strategy and budget plans for review and provide quarterly updates on progress
- Assist in the annual budgeting and monthly forecasting process by developing and / or maintaining pipeline management tools and statistics.
- To provide monthly sales and competitor report on all sales activities.
- Act as main point of contact for VIP site inspections and familiarization programs
- Develop relationships with key hotel partners, venues, AV & production companies and other suppliers
- To attend local and international trade shows, sales trips and networking events where required representing the company

Corporate MICE Projects Manager (Full circle Mice Projects for Volkswagen Group)

Apr 2016 – Nov 2017

VIP Service (Travel Management Company)

Moscow, Russia

<http://vipservice.ru/en-aboutus>

Organized full circle of projects including conference, events, motivations trips, BTL projects, presentations for the Volkswagen Group Rus (including Brenda Skoda, Volkswagen, Audi, Porsche):

- Develop an idea. Create of presentations.
- Develop a costing and create a budget of projects
- Search and negotiated suitable venues or locations as per the requirement and budgetary constraints of client.
- Searched and Interaction with contractors, suppliers depend of client briefs and conception of
- Full circle support of events
- Interaction of Financial department of client

MICE and Event Projects Manager

Nov 2014 – Apr 2016

Show&Motion (Full circle event and MICE agency)

Moscow, Russia

<http://www.show-motion.ru>

- Conducting MICE projects from formation of the concept of a trip, script, budget till supporting of project
- Develop an idea of events in cooperation with cooperators. Create of presentations.
- Develop a costing the required services with due consideration to client's budget and working and create a budgets of event
- Search and negotiated suitable venues or locations as per the requirement and budgetary constraints of client.

- Searched and Interaction with contractors, suppliers depend of client briefs and conception of events
- Full circle support of events
- Briefing new and existing staff prior to the event so that all operations and duties were executed smoothly and as per clients' guidelines.
- Develop and maintain solid relationship with corporate clients
- Develop of production materials: work with designs of PR and AD materials (brochures, books, presentations, texts, souvenir products, etc.), collaboration with printing companies, production companies and advertising agencies, studios; develop a corporate videos;

Head of MICE Projects

Aug 2006 – Oct 2014

Sky Travel HRG Ukraine (TMC and MICE company)

Kiev, Ukraine

<http://www.skytravel.kiev.ua>

- Plan and coordinate the activity of the company connected with delivery of services under direction of the general manager and in cooperation with chiefs of other directions marketing, finance, department of the personnel, etc.
- Develop new activities of the company; carry out the analysis of the market of suppliers
- Develop a contractual basis of cooperation with suppliers conclude and conduct contracts necessary negotiations with suppliers;
- Define territories of sales and establish the purposes and plans of sales;
- In cooperation with a department of marketing define the price policy, conditions of granting of discounts, actions on increase of the sales, special campaigns etc.
- Establish and supervise process of servicing supervise and estimate efficiency of servicing introduce new forms of service, system of orders;
- Organization of work of employees and all division, personnel and administrative questions;
- Conducting MICE projects from formation of the concept of a trip, script, budget till supporting of project
- Interaction with contractors, suppliers, work with the VIP clients and big corporate clients
- Negotiations with clients and conducting presentations

Language: Russian – native; English, Ukrainian - Fluently

Computer skills: MS Excel, MS Outlook, PowerPoint, MS Word -advanced