

E L E N A C A N T Ú



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www.linkedin.com/in/elenacantualderon

OBJECTIVE

I am a creative, strategic and experienced professional on events and NGO management, with 10+ years experience on different subjects related with NGOs, IGOs, and other Non Profit Organizations. Seeking an events manager position to employ my skills and experiences in different companies and countries, with the use of minimal resources and with the desired results and on the stipulated time.

SUMMARY OF QUALIFICATIONS

- 10+ years of experience working and consulting with Non Profits.
 - Several certifications on event management, international event protocol and fundraising.
 - Planning, organizing and coordination of several corporate, non-profit and social events.
 - Group management and travel logistics for the participants of the events.
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SKILL HIGHLIGHTS

Event management and Negotiation

- Managed different kinds of events according to the organization's needs (fundraising, trainings, seminars, etc.).
- Negotiated with suppliers, transportation and accommodation logistics, agenda organization, visa processes, relocation services, and more.

International Cooperation and Group Management

- Coordinated several international meetings for technical exchange of information about governmental social programs.
- Organized and coordinated international visits for several activities and meetings with the Mexican Government.

Research and Assistance

- Supported in negotiations related to international agreements resulting from seminars or meetings.
- Researched about good practices, social and international matters, tendencies, protocol, among others.

Fundraising and Social Responsibility

- Designed and wrote grant proposals, coordinated the fundraised projects, gathered documentation and communicated with the sponsor or donor.
- Managed the corporate volunteering group, evaluated the request of donations, and evaluated the organizations the received donations or grants from the company.

ELENA CANTÚ



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SKILL HIGHLIGHTS (CONTINUED)

Social Projects and Entrepreneurship

- Consulted for different Organizations and Non-Profits (administration, fundraising, legal issues, finances, etc.)
- Research and networking projects (personal projects in development)

EDUCATION

BA International Relations

Instituto Tecnológico y de Estudios Superiores de Monterrey, Monterrey, México, Aug. 1998- Jun. 2003

Master in Management of Associations, Foundations and other Non-Profit Organizations

Universidad Autónoma de Madrid, Madrid, Spain, Oct. 2005-Jul. 2006

D.E.C. Special Care Counseling

LaSalle College, Montreal, Canada, Aug. 2018 – Jul. 2021 (actual)

EXPERIENCE HISTORY

Event Management

UNICEF (Mexico), World Youth Conference 2010 (Mexico), Janssen Cilag / Johnson & Johnson (Mexico), University of Middle East Project (Spain) 2006 - 2018

Non Profit Organizations

UNICEF, United we are the Same (Mexico), Janssen Cilag / Johnson & Johnson (Mexico), Covenant House (Mexico), University of Middle East Project (Spain), Malos Tratos (Spain) 2002 - 2018

Other Projects

CEFITS, Centro Elefante, ProjeT Nauyaca, Consultancies. 2008 - 2017

CERTIFICATIONS

- * Standard First Aid & CPR/AED Level C, Canadian Red Cross, Montreal, Canada, 2018
- * Social and Business Events Management Course, Guadalajara, Mexico, 2016
- * Governmental Protocol and logistics for International Conferences Course, Mexico City, Mexico, 2010
- * Fundraising in an International Community Workshop, New York, United States of America – Mexico City, Mexico, 2012
- * Etiquette and Protocol Course, Mexico City, Mexico, 2009

SKILLS

Microsoft Office
Wordpress
Project Management
Fundraising
Event Management
International Cooperation
Negotiation
Creative Problem Solving
Consultancy

LANGUAGES & OTHER INTERESTS

Advanced English and Native Spanish.