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## FRANCESCA SARTORI

### WORKING EXPERIENCES

FEBRUARY 2017 – TODAY

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APRIL 2011 –  
FEBRUARY 2017

#### INTERNATIONAL VENUE FINDER

**Helmsbriscoe [www.helmsbriscoe.com](http://www.helmsbriscoe.com)**

Planning and execution of venue searches with a high attention for details and a problem-solving attitude.

My goal is to become a reliable business partner and build solid relationships with my clients.

#### COLLABORATION

**Master in Tourism Economics and Management  
Ca' Foscari University of Venice and Ciset (International  
center for tourism economics studies)**

Testimonial lessons for Mice segment and event industry.

#### HOTELS AND LOCATIONS CONSULTANT

Consultancy for hotels and venues to implement their visibility online and in the territory and enrich their offer in the MICE market.

#### EVENT MANAGER

**NH Hotel Group – NH Laguna Palace in Venice Mestre  
[www.nh-hotels.com](http://www.nh-hotels.com)**

- Coordination of all aspects of conference and banqueting events.
- Managing site inspections and define hotel services to find the best solution for all client's needs.
- Generate Banquet Event Orders and make sure all hotel departments work closely and share information to reach the same goals

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**MARCH 2006 –  
APRIL 2011**

- Find appropriate suppliers for specific extra needs of the client (i.e. AV companies, local dmc, special events venues, leisure activities).
- Follow each meeting onsite and coordinate with the client for any last minute change or need.
- Work closely with sales team to optimize revenue and costs.
- Invoicing and commission management

● **BOOKING AGENT  
AND BANQUETING COORDINATOR**

**NH Hotel Group – NH Laguna Palace in Venice Mestre**  
**[www.nh-hotels.com](http://www.nh-hotels.com)**

- Sales activities and hotel promotion
- Generate quotations and contracts according to hotel strategies and procedures
- Continuous relationships with clients from the initial offer to the in house event

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**JUNE - SEPTEMBER 2005**

● **PCO INTERNSHIP**

**OLTREX 4M Spa Venice**

- Organizational secretariat for the international convention 'Counterparty Credit Risk' held in Venice in September 2005;
- Sales managing and event organizing at the venue Pagoda of Hotel des Bains in Venice Lido during the 62° Venice International Film Festival

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**JULY 2002-  
OCTOBER 2004**

● **HOTEL RECEPTIONIST**

**Casa Gerotto Calderan and Locanda Ca' San Marcuola in Venice**

- Booking activities via email and telephone
- Check-in and check-out procedures
- Guests welcome and information desk

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**NOVEMBER 2001-  
MAY 2002**

● **SALES ASSISTANT**

**Douglas Perfumeries in Castelfranco Veneto**

## EDUCATION

2005

### MASTER IN TOURISM ECONOMICS AND MANAGEMENT

Ca' Foscari University of Venice and Ciset (International  
center for tourism economics studies)

2000

### UNIVERSITY DEGREE IN TRANSLATION

University of Bologna – Forlì - School of foreign  
languages and literatures, interpreting and translation  
First language English Inglese; second language Spanish

1993

### HIGH SCHOOL DIPLOMA IN FOREIGN LANGUAGES

Istituto Maria Assunta - Castelfranco Veneto  
English, French, German