

www.linkedin.com/in/natalia-errico

<https://nataliaerricoportfolio.com>

EDUCATION

Temple University

Bachelor of Event and Entertainment Management
Concentration: Tourism and Hospitality Management

Philadelphia, PA

EXPERIENCE

Alumni and Constituent Engagement with Temple University (ACE)

Philadelphia, PA

Student Worker (Followed after internship)

August 2021 – April 2022

- Demonstrated organization skills, along with the ability to multi-task and successfully complete projects with competing deadlines; most importantly Homecoming
- Operating with a team on processes involving, catering and room request, event builds, event websites, and registration
- Demonstrated creativity and strategic thinking with ability to take initiative by building the companies Monday.com calendar from bottom up by using advanced database skills

President Office

Philadelphia, PA

Inauguration/ Gala and Homecoming events

September 2022

- Managed and planned over seven events including the Cherry and White Access Gala and the Investiture
- Proficient in using CVENT which was used to register guests and complete seating diagram
- Collaborated with the President and his team
- Orchestrated high profile events

Philadelphia Eagles

Philadelphia, PA

Full time GS Internship

January 2023- May 2023

- Worked and executed Philadelphia Eagles Games, Concerts, and other Events
- Utilize Salesforce CRM database software to track and analyze fan interactions
- Became proficient of ABI MasterMind program and assist in updating event schedules and employee files for Game Day Staff

The New York Mets

Queens, NY

Events Operations Coordinator

August 2023- February 2024

- Apart of the logistics sector of Mets Events including vendor relationships, event set-ups and floorplans, and coordination of venue facility needs for all events including social, corporate, parking lot, and TV/film shoots
- Coordinated venue operations for large-scale event clients hosting events at Citi Field including concerts, outdoor music festivals, MLS soccer matches, and races
- Assisted clients with rentals and operational needs at the ballpark including organizing staffing (electricians, plumbers, cleaning, moving staff) ordering and facilitating rentals (furniture, AV equipment, decor, entertainment)
- Managed a part-time staff responsible for the set up of custom floorplans for events
- Collaborated with internal departments to execute events onsite
- Hired, on boarded, managed an event crew team along with tasking them with detailed layouts and to-do lists

VOLUNTEER

Owned by Owls

- Created from scratch the first ever Owned by Owls event
- Operated and assisted on the marketing team

Career Fair

- Director of Budget/HR/QC Team
- Created all protocols that fell under the Budget/HR/QC realm

EPA Trip to PCMA Convening Leaders

- Director the first annual PCMA trip to Columbus Ohio
- Created schedules and booked all attendees reservations
- Was the main source of communication through PCMA Representatives

ACTIVITIES

Member and Standards Board Representative of Delta Phi Epsilon
Member and Director of PCMA of the Event Planning Association (SPO) at Temple University
Member of Eta Sigma Delta (ESD)
Student Success Center Office Assistant
Completed the American Hotel and Lodging Association Human Trafficking Training

PROFESSIONAL SKILLS

Creative
Leader
Problem Solver
Organized
Adaptable
Attention to Detail
Committed

TECHNICAL SKILLS

Social Tables
CVENT
Monday.com
Microsoft skills
Event Management
ABI
TripleSeat
Asana
AllSeated
Work Day