

RACHEL MUNRO

rachmmunro@gmail.com

00 353 (0)83 123 6075

Driver with car + based in North Wicklow

Double vaccinated

FILM & TV EXPERIENCE

NOVEMBER 2021 – MID DECEMBER 2021 – Covid Coordinator, North Sea Connections

OCTOBER 2021 (full month) – Assistant Production Coordinator, Travel and Accommodation Coordinator, North Sea Connections

Line Producer: Sinead Barry

T: 085 192 2529 / E: sinead.sb@gmail.com

Production Coordinator: Donal Sheehan

T: 087 053 5948 / E: donalsheehan92films@gmail.com

OTHER AREAS OF EXPERIENCE:

Meeting and Event Management (Virtual and Onsite Management)

- Educational Workshops – NIMDTA, Assisted the Education Management team with the planning, administration and organisation of a range of educational and training events for Trainees and Trainers.
- Gala Dinners - IMEX Frankfurt Gala Dinner (800 guests) and IMEX America Gala Reception (600 guests); management from conception to completion. Guest lists, sponsorship, budget management, marketing, entertainment, menus and gift selection, onsite management, post event analysis etc.
- Planning/coordinating company-wide meetings via Zoom / conference lines and board meetings
- Corporate Roadshows - Management of corporate roadshows across Europe (shareholder targeting, proposed schedules, inviting clients, executing all logistics and collecting all feedback).
- Conferences - Onsite Event Manager - Health Network Communications (Terrapin) - The World Drug Safety Congress 2016 held in Munich (200 attendees, exhibition, conference, streams, speed networking sessions and roundtables).
- Corporate Receptions - Event Coordinator - Centaur Media - The Future of Digital Marketing Conference (300 attendees), Corporate Receptions (Vision 100 for Marketing Week) and Awards Dinners (900 seated).
- VIP Events - Tesco National Charity Partnership - Coordination of events working with key stakeholders from British Heart Foundation, Diabetes UK and Tesco. Heavily involved with the inaugural Parliamentary Reception, which took place at Houses of Common, Strangers Dining room including a high-level guest list including MPs.

Office Management + HR Coordination / Internal Communications

- Management all HR administration including company benefits, IT Support, managing recruitment activities
- Development and implementation operational policies and procedures including and devising an onboarding programme.
- Overseeing office budgeting, HR reporting, workspace planning, and H&S auditing.
- Internal communication activities including organising quarterly communication sessions and fortnightly group e-newsletter, organised and co-ordinated an annual communications event for more than 150 members of staff and clients.
- Project management of new office set up

Executive Support

- Diary Management and Support at CEO level + Administration support to the wider SMT.
- Board liaison - management of board meetings and compiling board packs.

Large Team Coordination

- Personal Support to two Directors and the Public Sector Management Team and support

- to the wider Public Sector team of 125 Project Managers.

Online Marketing

- Content management of company website, coordinating social media activities, reciprocal weblink management and monthly web statistic reporting.
- Assisting the Press Office with circulation of press releases via email broadcast system, managing the production of marketing materials and survey coordination.

- **Office Manager/Executive Assistant to CEO**, Mainstay Medical, Dublin (March 2020 to present) Maternity Cover
- **Office Operations Manager/Executive Assistant** to MD and Team of Directors, Mile High Labs International, Belfast (July 2019 to January 2020) Position made redundant due to the company wide (USA and Europe) restructure.
- **Training Events Coordinator**, NIMDTA Northern Ireland Medical and Dental Training Agency, Belfast (Mar 2019 to July 2019) Ongoing temporary position
- **EMEA Event/Roadshow Execution Manager**, Citigroup, Belfast (Oct 2018 to Feb 2019)
- **Sales Administrator**, Stanley Security, Belfast (Aug 2017 – Oct 2018) Long term sickness leave cover
- **Operations Support to the Press and Policy Office**, The Federation of Small Businesses, Belfast (2016 – 2017)
- **Freelance Events Manager**, London (2015 - 2016) Freelance and Contract Roles
- **Executive Assistant to Two Directors** + Management team of five + Team support to 125 Project Managers, Mace Group, London (2012 – 2014)
- **Event Planner/Marketing Executive**, IMEX Exhibitions, Brighton, West Sussex (2009 – 2012)
- **Personal Assistant to MD /HR and Office Manager** overseeing 3 offices, Beaney Pearce, London (2007 – 2009)
- **Freelance Business Support Roles**, London (2004 - 2007)
- **Receptionist**, Aurum Funds, London (2000 - 2004)
- **Council Tax and Housing Benefits Officer**, New Forest District Council, Lymington, Hampshire (1994 - 1999)

Education - 11 GCSEs gained including Mathematics C, English Language B, English Literature C and Computer Studies A

References - are available upon request.

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