

BEATRIZ CASTELO BRANCO

EVENT PROJECT MANAGER

CONTACT

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London, UK

ABOUT

I am an experienced Event Project Manager with three years of expertise in designing innovative experiences within art and retail spaces. I excel in time management and perform effectively under pressure. Whether working collaboratively or independently, I thrive in fast-paced environments.

I combine creative problem-solving with clear and proactive communication to ensure smooth project delivery from conception to completion. I am adept at fostering strong relationships with clients, stakeholders, and cross-functional teams to align expectations and drive successful outcomes. With a keen eye for detail and a passion for delivering high-quality events, I balance logistics, budgets, and client needs to create impactful experiences. Dedicated to continuous professional growth, I am committed to delivering outstanding results in the creative industry.

SKILLS

- Time Management
- Event Planning and Leadership
- Event Management and Operations
- Health and Safety Regulations
- Communication
- Stakeholders Engagement
- Problem Solving
- Budget Management
- Multitasking and Prioritisation
- Microsoft Office (Word, Excel, PowerPoint)
- Google Workspace (Gmail, Meet, Docs, Sheets, Slides)
- Photoshop
- Canva and Mailchimp

WORK EXPERIENCE

Event Lead

Moniker Art
Moniker.art

2022 - Present

- Produced events and exhibitions for Adidas and Outernet, overseeing logistics and execution.
- Led commercial art projects from concept to completion.
- Integrated commercial art projects into public and corporate environments.
- Managed artist relations, acquisitions, documentation, and budgeting for a £1.2M art collection.
- Coordinated logistics for a 100-guest Charity Dinner for Cancer Research UK.
- Managed a museum exhibition at STRAAT Museum in Amsterdam, handling logistics.
- Oversaw editorial and design for a 350+ page art book.
- Developed client presentations, newsletters, and enhanced website content.
- Delivered public art projects in collaboration with Business Improvement Districts (BID) across the UK.
- Facilitated artwork loans and acquisitions with international museums.

Project Manager & Event Coordinator

AVATA Digital
avata.digital

2022 - 2024

- Managed brand identity and profile for AVATA Digital, a leading digital art and fashion start-up.
- Curated and programmed London's first digital fashion show, showcasing 45 international artists.
- Co-programmed and managed content for Outernet's digital art screens.
- Developed and executed a social media strategy, increasing brand visibility.
- Collaborated with agencies like Liganova to create investment presentations.
- Built and nurtured relationships with global digital artists.

Event Support

Creative Debuts
Creativedebuts.co.uk

2023 - 2024

- Provided lead event support for Creative Debuts, a well-established London arts platform.
- Managed artist relations, inventory, and cataloging for various projects.
- Coordinated artist and visitor interactions to ensure smooth public events.
- Organised data and supported operations to enhance brand reputation.
- Optimised event logistics to improve efficiency and participant experience.

EDUCATION

University of West London
PG Advertising, Branding & Communication

2021

- Enhanced strategic thinking, creative skills, and advertising tactics
- Developed rebranding campaign for Watermans Arts Centre, Brentford

School of Communication and Media Studies, Lisbon
Degree in Marketing and Advertising

2019

- Specialised in Advertising during third year
- Created full advertising campaign for APAV (Portuguese Association of Victim Support)