



EXPERTISE

PLANNING
PRODUCTION
COORDINATION
COMMUNICATION

QUALIFICATIONS

COMPUTER SKILLS

Microsoft Office, Photoshop, Illustrator,
good knowledge of social media.

LANGUAGES

French (speak and write)
English (speak and write)

DRIVER'S LICENSE

Class 5

CONTACT

PHONE

514 296-4779

EMAIL

melanie@melgauth.com

PORTFOLIO

melgauth.com

MELANIE GAUTHIER

PROFILE

No matter the size or type of event, I will deliver your vision on time and on budget.

My great versatility and my ability to adapt to any project and any challenge, this is what has been my strength for more than 15 years.

FIELD OF EXPERTISE

PLANNING AND PRODUCTION

- Plan, organize and manage events and projects;
- Development of event concept;
- Tour producer;
- Eco-responsible events;
- Responsible for the technical identification and layout of sites;
- Design and plan development;
- Establish and managing project budgets;
- Training and coaching teams;
- Market research and analysis;
- Good ability to solve problems;
- Creation of production documents (schedules, timetable, Cue .. .)

COORDINATION AND COMMUNICATION

- Deployment of operations
- Negotiate agreements and pricing with suppliers, customers, partners and organizations
- Ensure the logistics of all operations (handling, transport, accommodation, programming, assembling, dismantling, etc.)
- Preparing and checking activities reports
- Develop and maintain constructive cooperative working relationships with all stakeholders
- Team management (hiring, training, schedules, performance, etc.)
- Write employee tasks notebooks



MELANIE GAUTHIER

EDUCATION

- 2020 **VIRTUAL EVENT & MEETING**
(in progress) **MANAGEMENT CERTIFICATE**
Event Leadership Institute
- 2020 **TRAINING: NO TRACE -**
ORGANIZE AN EVENT WITH LOW
ECOLOGICAL IMPACT
Conseil québécois des
événements écoresponsables
- 2020 **TRAINING: DECOR AND DESIGN**
OF ECO-RESPONSIBLE EVENTS
Conseil québécois des
événements écoresponsables
- 2020 **TRAINING: HOW TO PLAN AN**
ECO-RESPONSIBLE EVENT
Conseil québécois des
événements écoresponsables
- 2019 **TOURIST GROUP GUIDES**
CERTIFICATION
Collège April-Fortier,
Montreal
- 2002 **MARKETING CERTIFICAT**
Université du Québec à
Montréal
- 1991-1994 **C.E.D IN FASHION DESIGN**
Lasalle College, Montreal

EXPERIENCE

2019-2020
(permanent)



EVENT MANAGER

Canadian Institute of Mining, Metallurgy
and Petroleum

Projects: Congress, business meeting, Gala

2018-2019
(contract)



TOUR PRODUCER

Carpe Diem Film & TV, Montreal

Projects: Canadian winter festivals tour.

2016-2018
(contract)



EVENT PRODUCER

JUST RUN, Montreal

Projects: Candy Course 5K in Saint-Donat

2016-2018
(contract)



EVENT COORDINATOR

Shaw Direct Satellite TV, Montreal

Projects: Coordinates all events in the
province of Quebec and the Atlantic
including Labrador.

2015-2016
(contract)



SPÉCIAL EVENTS DIRECTOR

Carpe Diem Film & TV, Montreal

Projects: Screening tour, Santa's Parade,
winter festivals tour in Quebec.

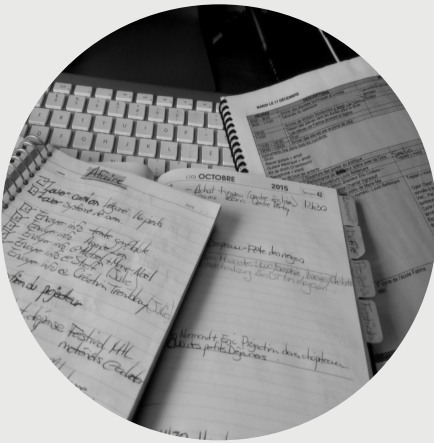
2015
(contract)



PRODUCTION PROJECT MANAGER

Just for Laugh festival, Montreal

Projects: Melting Pot, Esplanade de la Place
des Arts.



CONTACT

TELEPHONE

514 296-4779

EMAIL

melanie@melgauth.com

PORTFOLIO

melgauth.com

MELANIE GAUTHIER

EXPERIENCE CONTINUED

2014
(contract)



ON-SITE SUPERVISOR - SPORTING EVENTS
Vélo Québec, Montreal

Projects: La petite aventure et le grand tour Desjardins.

2013-2014
(permanent)



PROJECT MANAGER - PERFORMANCE
Groupe Samajam, Montreal

Projects: Persévérances scolaire and corporate

2010-2013
(permanent)



Société
canadienne
du cancer

**DEVELOPMENT OFFICER –
FUND RAISING EVENTS**
Canadian Cancer Society, Montreal.

Projects: Relay for life, Beach volleyball challenge, Daffodil.

2002-2010
(permanent)



**PRODUCTION AND MARKETING DIRECTOR –
PERFORMANCE**
Productions Playground, Montreal

Projects: Montreal White Party, Resolution, Sensation, Mixaide.