

# MONICA SALAZAR

2217 Ivan Street, Apt. 505, Dallas, TX 75201

Phone: (214) 883-0335 email: mosalaza2@yahoo.com

**OBJECTIVE:** A meeting management position where experience in international business with extensive organizational, technical and communication skills, along with attention to detail and customer service orientation will add value to the organization.

## EMPLOYMENT HISTORY:

September 2007 -  
Present

### **Rx Worldwide Meetings, Inc.**

*Program Manager/Meeting Planner*

- Managed and executed a variety of pharmaceutical industry meetings, including Investigator Meetings, Expert Input Forums and Symposiums.
- Successfully worked independently and in team settings to plan all pre, on-site, and post meeting and event planning logistics for various meetings in U.S., Europe and Latin America.
- Traveled to execute numerous meetings domestically and internationally.
- Executed exceptional customer service throughout the planning and execution of all meetings and events.
- Researched and generated successful sales leads for the RXWW Director of Business Development.

August 2004-  
September 2007

### **Spear One Productions**

*Senior Program Specialist*

- Independently managed and executed all pre, on-site, and post planning logistics for association Work Group Meetings in various U.S. locations.
- Successfully worked with team to plan and execute all pre, on-site, and post planning logistics for various conferences in Europe and Asia, such as Beijing, China and Rome, Italy
- Traveled to execute conferences in Asia and Europe, as well a domestically.
- Created various marketing pieces for internal and external event marketing.
- Managed international association's administrative needs, such as accounting, marketing, sponsorship, and membership.
- Created and maintained client's website and event websites.

January 2003 –  
August 2004

### **Signature Services Corporation**

*Marketing and Operations Representative*

- Successfully planned, budgeted, and executed recruiting trips to various universities
- Performed networking, marketing and sales at national conventions and trade fairs.
- Managed recruited staff, while purchasing, maintaining inventory, and performing daily and weekly accounting activities.
- Increased profits by consistently coming below company-par

## **MONICA SALAZAR**

2217 Ivan Street, Apt. 505, Dallas, TX 75201

Phone: (214) 883-0335 email: mosalaza2@yahoo.com

meal cost for various catering events and contract food services.

### **August 2003-January 2004 Greater Dallas Chamber of Commerce**

**2004**

#### *Event Planning/Media Relations (Contract Position)*

- Worked with the Marcomm manager to plan the 2003-2004 GDC's Annual Meeting at the Fairmont Hotel (1,200 attendees).
- Maintained all registration databases for the Annual Meeting.
- Assisted in maintaining member and media relations for the Annual Meeting and the Greater Dallas Chamber.

### **EDUCATION:**

#### **Texas Tech University - August 2003 (Lubbock, Texas)**

*Bachelor of Business Administration, Marketing and Management Information Systems (Double Major)*

- President's List/Dean's List
- The Marketing Association Career Campaign Series Certified
- Studied Abroad in Seville, Spain for a semester

### **PROFESSIONAL ASSOCIATIONS:**

- Meeting Professionals International (MPI)
  - Multicultural Initiative Committee 2005-Present
    - 2008-2009 Chair
    - 2007-2008 Co-Chair
  - Chair – MPI Hospitality Spanish Class
    - Successfully planned and executed 2 sold-out 8-week courses for MPI members and non-members.
  - Public Relations Committee member
- Dallas Chamber of Commerce – 2003 – 2005
- The Marketing Association

### **SKILLS:**

Bilingual (Spanish/English). Proficient in Word, Excel, Power Point, Works, File Maker, Photoshop, Dreamweaver.