



DANIELA MONTSERRAT PERUSQUIA CASTRO

ADMINISTRATION AND MARKETING

GENERAL DATA

Phone: (55) 40896199

E-mail: danperusquia@gmail.com

Birth Date: October 13, 1994

Location: Mexico City

CARRER PATH

I am a professional with experience in logistics in massive events, with solution to problems, agile response, work under pressure and as a team. Due to my moral and ethical principles, I am a person who handles himself with fairness, loyalty and respect..

PROFESSIONAL SKILLS

Financial: Administration and accounting
SAP

Logistics: Supervision of personnel,
catering, dressing rooms, booking flights
and lodging.

Customer Support
Availability to travel

LANGUAGES

Spanish, English and basic knowledge of
French

OTHERS

Parcel Office| USI| SAP| WordPress|
Photoshop| Google Analytics| Community
Manager| Lightroom

REFERENCES

Oscar Vázquez Torres
Manager PRG MEXICO
55-5431-7880

Leopoldo Garduño Ávila
Accountant PRG México
55-2197-0784

José Alberto García
Operation Manager Traveo Agency
442 668 0394

PROFESSIONAL EXPERIENCE

PRG MEXICO-OCESA

PRODUCTION ASSISTANT | MAY 2017-MAY 2020

- Lighting, video and structures personnel logistics
- Organization of massive events: EDC MEXICO, CORONA CAPITAL, FORMÚLA 1, VAIVÉN, VIVE LATINO, HELL & HEAVEN, FLOW FEST, DOMINATION
- Contact with suppliers, service scheduling, and payments
- Logistics of equipment and machinery transport
- Invoicing, entry of requisitions in SAP, settlements, asset control
- Booking flights and lodging, catering, dressing rooms.
- Customer Support

ARQ+BIM

ADMINISTRATIVE ASSISTANT| AUGUST 2016- FEBRUARY 2017

- Architecture office main administrative functions
- Agenda of the architects
- Assisted in presentations made to clients
- Control of payroll and payment to suppliers

TRAVEO|ROCK IT

SALES| JANUARY 2013-AUGUST 2016

- Travel sales
- Market research and public opinion
- Public Relations Coordinator
- Logistics of traveling groups
- Private events management

FARMACIAS DE SIMILARES-TV AZTECA

TV SHOW HOST OCTOBER 2009 -JULY 2011

- Host of the children's program "MUNDO SIMI"

ACADEMIC RECORD

Universidad del Valle de México

Bachelor of Administration and Marketing, 2015-2019

Tomás Alva Edison

Kinder-High School 1998-2014

Arco Centro de Educación en Medios Digitales

Event and Festival Production Course, November 2019

Show Box Inc.

Event Technical Production Workshop, May 2020