

LAURA DIPAULO



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Atlanta, GA 30305

PROFESSIONAL SUMMARY

Focused and self-motivated with exceptional organizational skills. Bringing aptitude for event planning and coordination as well as proven to anticipate needs and manage significant assignments.

SKILLS

- Strong background in PR & Events
- Overseeing Events
- Staff Leadership
- Vendor Coordination
- Budget Planning and Administration
- Special Event Planning
- Meeting Planning
- Catering Coordination

EDUCATION

Columbia College Chicago

BA: Marketing
Communications

WORK HISTORY

Compass Group USA Coca-Cola Headquarters - Meetings & Events Coordinator

Atlanta • 04/2019 - Current

- Assist in the Events/Conference department for Coca-Cola Headquarters
- Duties include support of the full life cycle of internal meetings, events and conference rooms across Coca-Cola campus
- Respond to assigned meetings and event requests through the Internal Events Platform
- Full knowledge of campus policies, event space capabilities, ensure all building and team procedures are adhered to
- Communicate effectively with event guests, key collaborators, and vendor partners to ensure all equipment and setup requirements have been captured prior to each event
- Disseminate event information with event work sheets, create event estimates, coordinate staffing of AV, catering, housekeeping until completion of event.

American Community School UAE - International School Coordinator

Abu Dhabi • 01/2015 - 06/2018

- Provide direction and guidance to students and families of private International School from grades K - High

School in the United Arab Emirates

- Worked collaboratively with office staff to manage existing and potential students
- Assist campus events and orchestrate galas, fundraisers, and school tours to potential students and families
- Manage online school database of new enrollments assisting parents through policies and procedures of the school following UAE guidelines

Alitalia Airlines - Passenger Coordinator

Boston • 01/2013 - 01/2015

- Drive the execution of daily operations with established procedures and standards to assure safe, reliable, and efficient operations for International Airline
- Liaison and development of relationships with vendors and passengers
- Oversee daily operations and report to the airline station manager and other airport departments to ensure efficient, safe, smooth, and timely operations
- Ensuring the highest level of passenger service

Meli Tour Inc - Assistant Manager

Barcelona Spain • 01/2007 - 01/2009

- Liaison between hotels in Barcelona, Costa Dorada, and Costa Brava as marketing and sales for International Tour Operator
- Manage logistics for corporate, and leisure tours key accounts
- Provide UK headquarters with market trends analysis for travel and hospitality
- Implement contracts between hotels and transportation companies
- Develop and maintain relations with key accounts with the aim of increasing sales
- Manage monthly financial reports and administrative tasks while building mutual trust and respect with vendors and clients

The James Hotel - Concierge

Chicago • 01/2005 - 07/2007

- Member of the opening task force developing the concierge program combining corporate and

entertainment services

- Oversee property operations maintain guest services and front desk goals
- Assist day by day hotel activities such as front desk, concierge, special events planning while ensuring upscale boutique hotel standards
- Support handling complaints, disputes and resolving conflicts with ease and professionalism
- Provide service by assisting guests individual needs and providing guidance when needed
- Develop and maintain positive working relationships with all departments to reach common goals.

Alitalia Airlines - VIP Lounge Coordinator

New York • 01/2002 - 01/2005

- Maintain passenger satisfaction and high standards for Alitalia Airlines
- Oversee lounge operations to better meet passenger needs and requests for Michael Angelo Lounge at JFK Airport
- Meet with SkyTeam alliance partners to maintain flow of agreements
- Organize daily arrival and departure lists of VIP passengers and update request while coordinating staff to help do so
- Ensure the privacy and security of confidential information of our guests.

ITALIAN

As an Italian American, daughter of immigrant parents, Italian was my first language. I am fluent in the language and understand the culture fully.

LANGUAGES

Italian



Native or Bilingual