

Joyce Hamadeh Hamze

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Work Experience

Freelancing

Corporate & Private Events

Aug 2013 - Today

Professionally planned, designed and directed the execution of corporate and private events for prestigious companies and clients.

Main Events Managed:

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| • Beirut International Property Fair | 12 - 14 May 2017, Hilton Habtoor, Beirut |
| • ASBAR World Forum 2016 | 6 - 8 December 2016, Ritz Carlton Hotel, Riyadh |
| • Beirut International Property Fair | 16 - 18 May 2016, Hilton Habtoor, Beirut |
| • World of Hublot Dubai Mall Stand | 12 May 2016, Ritz Carlton, Dubai |
| • Private Wedding Ceremony of 1200 guests | 25 December 2015, Hilton Habtoor, Beirut |
| • Hublot Lady Dubai | 8 March 2015, Ritz Carlton JBR, Dubai |
| • Arturo Fuente Cigar Private Event | 8 May 2015, Ritz Carlton DIFC, Dubai |
| • Private Wedding Ceremony of 300 | 27 December 2014, Nuit Blanche, Mansourieh |
| • Private Wedding of 350 guests | 23 August 2014, Sursock Gardens, Beirut |
| • Private Wedding of 400 guests | 14 June 2014, Coral Beach, Beirut |
| • Syrian Business Men Forum | 5 - 6 June 2014, Biel, Beirut |
| • Ecorient 2014 | 4 - 5 June 2014, Biel, Beirut |
| • Union of Arab Banks Union 40th Anniversary Gala Dinner | 15 Nov. 2013, Hilton Beirut |

IFP - International Fairs & Promotions - Beirut, Lebanon

Events Manager

Aug 2010 - Aug 2013

- Created event and conference budgets and worked efficiently with big clients within the set budget
- Liaised with all partners, suppliers and other departments to ensure the execution of a successful event
- Managed all the logistics required with suppliers and coordinated with speakers, delegates, visitors, and VIPs
- Took part in creating marketing and promotional tools for every event
- Worked on many pitches and prepared the necessary proposals for potential projects

Some of the events managed with IFP:

- | | |
|--|--------|
| • Sanofi Aventis "My Diabetes Story" - Phoenicia Hotel | Beirut |
| • EU Cooperation Days 2012, 2013 - Unesco | Beirut |
| • Ecorient 2011, 2012, 2013 - Biel | Beirut |
| • UN Municipal Forum - Unesco | Beirut |
| • AFIRC - Arab Forum of Insurance Regulatory Commission conference - Phoenicia Hotel | Beirut |
| • Project Lebanon Sustainability Week - Biel | Beirut |
| • QITCOM Conference & Exhibition - Doha Exhibition Centre | Doha |
| • Sanofi Aventis "Our Sanofi Event" - The Rotana Erbil Hotel | Erbil |

Galaxposure - Dubai, UAE

Account Manager

Sep 2007 - Apr 2010

- Identified key opportunities and worked on pitches, many of which deemed successful wins
- Worked closely with major companies to plan their corporate events, coming up with new concepts and presenting them with the best proposals and creative ideas
- Coordinated and managed the team, caterers, stand designers, contractors' equipment hire and all other suppliers for the event
- Liaised closely with the Marketing and PR teams to ensure set strategies were implemented to promote the event
- Onsite management of all events, securing full client satisfaction

Some of the events managed with Galaxposure:

• Dubai Maritime Arbitration Conference - Mina Al Salam	Dubai
• Canon Partners Conference - Atlantis Hotel	Dubai
• Emaar Stand Point Launch - Emaar Sales Centre Downtown	Dubai
• Emaar Burj Park 1, 2 & 3 Launches - Emaar Sales Centre Downtown	Dubai
• Emaar Burj Place Launch - Emaar Sales Centre Downtown	Dubai
• Dubai Properties Injaz Gala Dinner - Madinat Jumeirah	Dubai
• BAT Dunhill Fusion Night - Sho Chos Lounge, Dubai Marine Resort	Dubai
• Lacnor Fresh Juice Road Show	Dubai
• HP Vista Flash Mob Event - City Centre Malls	Dubai, Manama & Riyadh
• HP DV2 & Microsoft Launch - Mall of the Emirates & City Centre	Dubai
• Salvatore Ferragamo Media Brunch - Ritz Carlton	Dubai
• BAT End of year Party - Jumeirah Beach Hotel	Dubai
• Canon Pro Golf Series Event - Arabian Ranches Golf Club	Dubai

Doha Asian Games Organizing Committee DAGOC - Doha, Qatar

Catering Venue Manager

Mar 2006 - Feb 2007

- Part of the Catering in Competition Venues Team of the biggest event of the year 2006.
- Catering Manager of the Doha Sailing Club during the games
- Supervised the Master Caterer Crew to secure high level of service for VIPs, Media, Athletes, Technical Officials, Workforce and the Volunteers
- Participated in the Evaluation of Tenders to obtain the right Master Caterers for the Games
- Liaised with the Venue & Project Managers for the development of all Food & Beverage facilities and service areas
- Attended site visits of the various venues on weekly basis to supervise the development of the outlets to be ready in time for the opening of Games

Additional Experience

➤ Lenôtre, Paris - Dubai, UAE	May 2005 - Nov 2005
➤ Four Points By Sheraton - Beirut, Lebanon	Oct 2004 - Mar 2005
➤ Warwick Hotel - Geneva, Switzerland	Feb 2004 - Jun 2004
➤ Movenpick La Fusterie - Geneva, Switzerland	Jul 2002 - Jan 2004
➤ TGI Friday's - Beirut, Lebanon	Nov 2000 - Nov 2001

Education

➤ Swiss Hotel Management School - Montreux, Switzerland	2001 - 2002
➤ Lebanese American University - Beirut, Lebanon	1999 -2001
➤ Eastwood College - Mansourieh, Lebanon	1997 - 1999
➤ International College (IC) - Beirut, Lebanon	1985 - 1997

Languages

- **English - Fluent**
- **Arabic - Fluent**
- **French - Very Good**

Hobbies

- **Travelling**
- **Reading**
- **Skiing**