



Sarah de Brito

Event & Project Manager

Looking for new opportunities in **Lisbon**

Multilingual: French, Portuguese, English & Spanish

CONTACT



Sarah.debrito@outlook.fr



Mob/Whatsapp: +351 926 330 036

Web: [Linkedin](#)



Nationalities: French & Portuguese

Date of Birth: 10/01/1988

SOFT SKILLS

- **+ 15 years of Event/Project Management**, Production, Logistics, Tourism, Sales and Communication.
- Work Ethic, Creativity, Teamwork, Emotional Intelligence, Problem-solving, Customer Oriented.
- **Type of events:** Seminars, Executive Education Programmes, Conferences, Team-buildings, Travels, Fundraisings, Cultural & Sports Events.
- Briefing, Organization, Budget, Creation of platforms, Delivery, & Post-production with International Clients, Providers and Teams.
- **MBTI Type:** ESFP

Activities: Latin Music, Photography, Travel, Bike

TECHNICAL SKILLS

- CRM; Microsoft Office (Excel, PP, Word), Outlook, Trello, Airtable, Qualtrics, Service Now, Sabre etc.

JOBS & INTERNSHIPS

One year in **Spain**, 3 months in **California**,
1 ½ year in **Brazil**, 2 months in **Singapore**,
7 years in **Paris** & 1 year in **Argentina**



EDUCATION

2010 - 2012

Master's Degree in Languages, Cultures & Business of the Americas – UNIVERSITY OF LA ROCHELLE
English - Spanish - Portuguese
Grade B Pass

2006 - 2010

Bachelor's Degree in Foreign Languages & International Trade UNIVERSITY OF ORLEANS
English - Spanish

PROFESSIONAL EXPERIENCES

- **2026 | Creative Events Manager | HAVAS**
Lisbon – Portugal – Havas Design+
Design creative project for Portuguese brand activation
- **2024-2025 | Creative Events Project Manager | VOQIN'**
Lisbon - Portugal
Creative Project & Budget Management, Operations
- **2022-2023 | Travel Expert | Argentina Excepción**
Buenos Aires - Argentina
Client Manager: work with clients to determine their traveling needs, Managing budgets, Meet sales targets and profit goals
- **2019 - 2022 | Programme Coordination Manager | INSEAD BS**
Fontainebleau - Executive Education Department
Client Manager and Program Coordinator for key Operational Projects, Mentoring Programs, Recruitment Initiatives.
- **2015 - 2019 | Programme Coordinator | INSEAD Business School**
Fontainebleau - Executive Education Department
Responsible for the logistics of tailor-made Executive Programmes for Multinationals.
Daily liaison between Faculty, Clients & Providers, Public Relations.
- **2015 | Event Project Manager | ONLIVE EVENTOS**
Rio de Janeiro – Olympic Games 2016
- **2014 | Production Manager | DANONE**
São Paulo - Danone Nations Cup 2014
Responsible for 360 visual communication: Signage & Branding
- **2014 | Production Assistant | ONLIVE EVENTOS**
Rio de Janeiro - FIFA World Cup 2014
FIFA Interactive World Cup (FIWC 2014): Production & Coordination
SONY Hospitality Village –Maracanã Stadium
- **2013 | Cultural Production Assistant | BONFILM**
Rio de Janeiro, Brazil – French Film Festival Varilux
- **2012 | Event Project Manager | STRATEVENT & FULLCOLORS**
Paris & Lisbon –Bose Convention (600 guests), Make Up For Ever
- **2011 | Communication & Marketing Assistant**
GREENLIFESTYLE FILM FESTIVAL NGO - Los Angeles, California



French: Native



English: Fluent



Portuguese: Fluent



Spanish: Fluent

