

PROPOSAL

SONIA PARWICKA

Freelance & Contract
Event Project Manager



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Amsterdam, The Netherlands

ABOUT ME



EVENT PROJECT MANAGER

I am an independent freelance Event Project Manager with experience supporting event agencies on B2B, corporate and premium projects across the EU and international markets. I work as an extension of your team, providing flexible, reliable and high-impact support at every stage of the event process — from concept development to onsite delivery.

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WHAT CAN I DO FOR YOU

WHAT I DELIVER

- End-to-end project coordination support
- Confident client and supplier communication on behalf of your agency
- Clear timelines and production schedules
- Efficient logistics coordination (venues, suppliers, travel, accommodation)
- Onsite event management and problem-solving
- Reliable backup for internal teams during peak workloads

WHY AGENCIES WORK WITH ME

- I understand agency realities: deadlines, pressure and last-minute changes
- I work independently and proactively — minimal supervision needed
- I represent your brand professionally with clients and partners
- I am solution-oriented and calm under pressure
- I respect confidentiality and work fully NDA-compliant

HOW WE CAN WORK TOGETHER

- Freelance / project-based cooperation
- Daily, hourly or fixed project rates
- Short-notice availability when projects escalate
- Remote preparation + onsite delivery
- Seamless collaboration with internal teams and suppliers

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MY SKILL SET



AREA OF EXPERTISE

- Event Management & End-to-End Event Delivery
- Strategic & Project Planning
- Stakeholder, Client & Account Management
- Vendor & Supplier Coordination
- Budgeting, Cost Control & Risk Management
- Content Creation & Event Narratives
- Internal & External Communication
- Design Management & Brand Consistency
- Video Production & Multimedia Coordination
- On-site Operations & Logistics



ADDITIONAL SKILLS

- Operating systems & productivity suites: macOS, iWork, Microsoft Office, Google Workspace
- Business & management tools: SAP
- Design tools: Adobe Photoshop & Illustrator (basic), Canva
- Event management platforms: Cvent, Whova, EventsAir
- Project management tools: Asana, Monday.com
- Video editing basics
- AI tools
- Driving licence (B)
- VCA certificate



LANGUAGES

- English advanced level
- Polish native level
- Spanish pre-intermediate level

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MY EXPERIENCE & CLIENTS

2025 - ...	CEO EVENTBETTER
2022 - ...	Freelance Senior Event Manager ICF Next, Belgium
2023 - 2025	Senior Project Manager: Meetings & Events MCI The Netherlands, Amsterdam
2014 - 2023	Senior Event Project Manager Piloci Events & Technologies, Poland
2014 - 2022	Film Production Manager Freelance, Poland
2012 - 2013	Event Manager Eventide, Poland

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