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[Linkedin profile](#)

Edinburgh

SENIOR EVENT MANAGER

ELISE POUVREAU



Core skills

- End-to-end event planning (MICE & corporate events)
- Stakeholder & client management
- Budgeting & supplier negotiation (up to 900K €)
- Speaker coordination (up to 400 per show)
- Venue sourcing & AV/technical logistics
- Suppliers management: venue/catering/staffing/tech/DMC...
- Onsite delivery & crisis handling
- Team coordination & multi-project management
- Attention to detail
- Juggling multiple priorities
- Managing high-end customers
- Calm under pressure
- Worked for Société Générale / Mercedes / CWT / Orange ...



Technical skills

- Tools: Microsoft 365, Canva, Trello, Wix, Google Suite, Floorplan Live, ASP
- Budget tracking tools: Prevero, Unit 4



Language

English: fluent

French: native



Education

- **Master's Degree in Communication** | Paris, 2 years
- **Bachelor's Degree in Event Management** | Paris, 1 year
- **BTEC Higher National Diploma in Manager's Assistant** | Paris, 2 years
- **BTEC National Diploma (High School)** | Paris, 2 years



Profile

Bilingual Senior Event Manager with **6 years of experience** delivering corporate events in France and the UK. In Paris, I worked both **agency-side** and **client-side**, managing seminars, conferences and internal corporate events end-to-end, from the brief, to supplier management and to on-site delivery.

This experience gave me strong **project management** and **organisational** skills, as well as the ability to handle **multiple priorities** under pressure.

After moving to London, I expanded my expertise to large-scale **B2B conferences, par of large-scale exhibitions**, giving me a broader understanding of international event operations. Now currently working as a MICE Project Manager.

Founder of London Henventures, a side venture creating unique hen/stag do experiences in London.



Work Experience

MICE Project Manager

Cashel Travel

- Managed end-to-end planning and delivery of business travel, meetings and incentive experiences
- Coordinated accommodation, transport, venue sourcing and supplier management for corporate groups
- Built tailored client proposals and itineraries aligned with budget and business objectives
- Managed client communications, bookings, and on-the-ground logistics
- Negotiated with hotels, venues and activity suppliers to secure best value and quality service
- Oversaw budget tracking, invoicing and cost control across multiple client programmes
- Manage multiple projects and deadlines simultaneously

February 2026 - Present
Edinburgh

Senior Conference & Logistics Executive

CloserStill Media (tech, healthcare and HR sectors)

- International B2B exhibitions in UK, EU & Asia
- Managed +12 shows in total, including speakers management (up to 400 at a time) and onsite production
- Delivered logistics and AV for 14+ conference rooms in London, Paris, Frankfurt & Singapore
- Coordinated stage setup, speaker travel and accommodation, and staffing
- Oversaw AV supplier briefs and budget tracking across multi-track events
- Trained and supervised 3 graduate staff
- Show example: Pharmagora / Care Show / Singapore Tech / Jewellery...

February 2023 - November 2025
London



Strengths

- Autonomy
- Organization
- Efficiency
- Reactivity
- Resilience
- Versatility
- Stress management
- Amiable
- Team work
- Customer oriented



Work Experience

Founder

London Henventures

**August
2024 -
Present**
London

- Side project: Personalised hen/stag do experiences - Developed the brand, business model and website
- Built a curated supplier network (brunches, art, dance, relaxation, etc.)
- Designed client experience templates, quotes, contracts and T&Cs
- Created all visual marketing (flyers, social banners, LinkedIn posts, website)
- Currently in soft-launch phase with active outreach

Recruitment Consultant

Lawrence Harvey

**January
2022 -
February
2023**
London

- Managed the full recruitment cycle for IT professionals in the French market
- Sourced clients to obtain job offers
- Sourced and screened candidates, negotiated offers, and handled KPIs
- Maintained client relationships across agencies and tech companies
- Got 2 promotions in one year

Fieldwork Assistant (then promoted)

M3 Global Research

**January
2021 -
January
2022**
London

- Organised participant recruitment and data collection for qualitative research
- Created sampling plans and managed exclusion lists
- Liaised with internal teams and clients across Europe and the US
- Managed multi-country medical and market research projects
- Promoted from French-speaking panel assistant role

Event Manager – Various roles

Société Générale | CWT | Orange | MCI | BtoB Events

**2015
-
2019**
Paris

- Managed 60+ events from 10 to 600 guests: seminars, product launches, team-building, team dinner, team building, conferences, private experiences...
- Oversaw all logistics: venue, catering, speaker prep, tech setup, planning, staffing, animations...
- Pitching incentive travels and DMC liaison
- Supervised temp staff, managed last-minute changes, worked with high-profile clients
- Tracked budgets and optimised costs
- Led supplier negotiation and built custom databases



Interests

- Travel
- Gym & Fitness
- Nutrition
- DIY Projects
- Events
- Animals
- Hiking



Others

- Settle status, right to work



2019 – 2020

- Au pair girl in north London
- Team member in a restaurant

Past events



Type: Seminar

Target: Foreign directors from a multinational specialized in IT

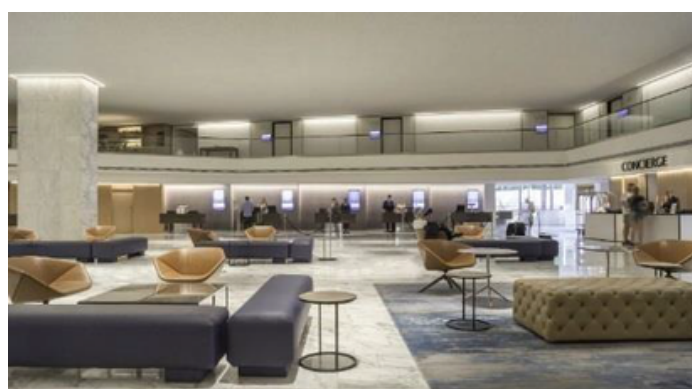
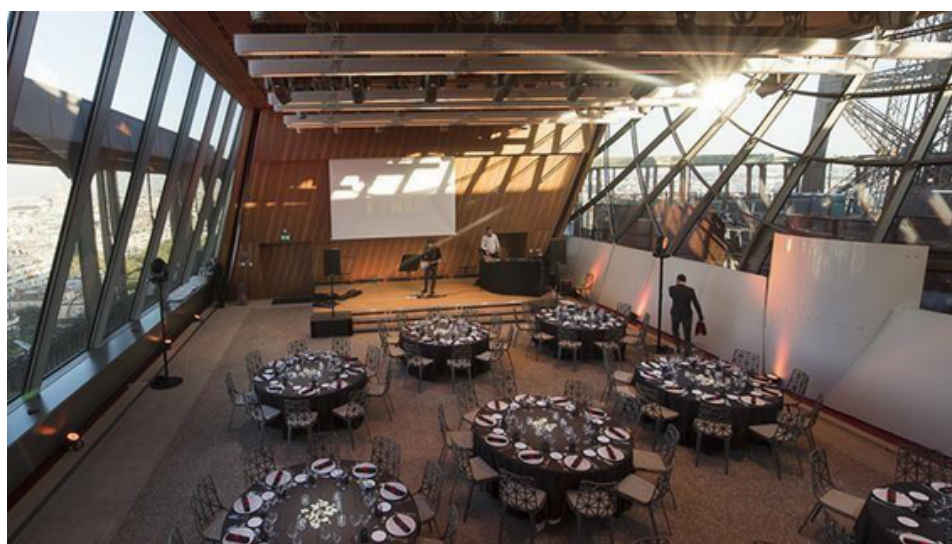
Number of pax: 200

Details: 2 days, one night, meetings during daytime.

One evening at the top of the Eiffel Tower with a visit of Paris by bus.

Venue: Hyatt Regency Paris Etoile and Eiffel Tower

Budget: 95 000 €





Type: Christmas party

Target: Employees of a multinational manufacturer and marketer of home appliances

Number of pax: 150

Details: Evening in a night club with a dinner and a dancefloor

Venue: Showcase Paris

Budget: 25 000 €





Type: Seminar

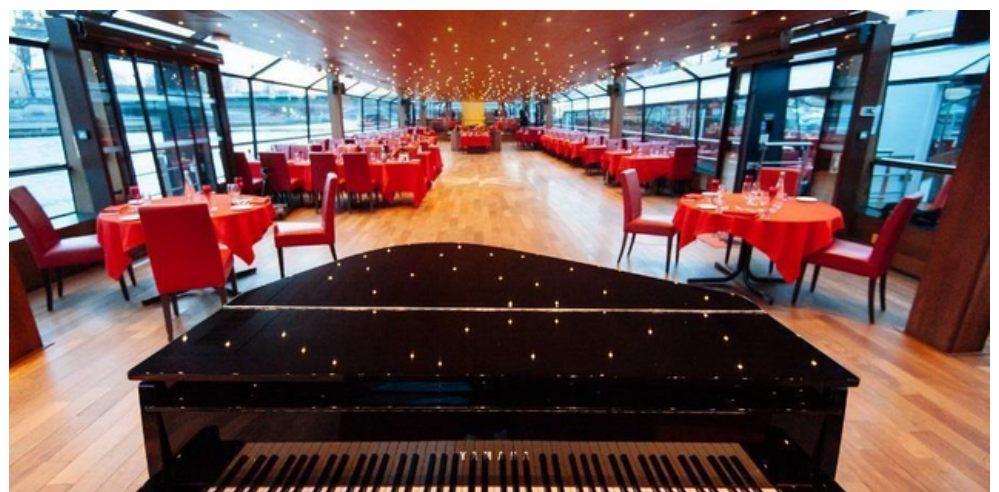
Target: IT department

Number of pax: 100

Details: One day and one evening with meetings, teambuilding and dinner cocktail with dancefloor

Venue: Bâteaux Mouches, Paris

Budget: 30 000 €





Type: Residential conference

Target: Retail banking managers

Number of pax: 300

Details: 3 days, 2 nights. Meetings and workshops during day time, one teambuilding and 2 evenings

Venue: Barrière hotels, Deauville – France

Budget: 900 000 €





Type: Residential conference

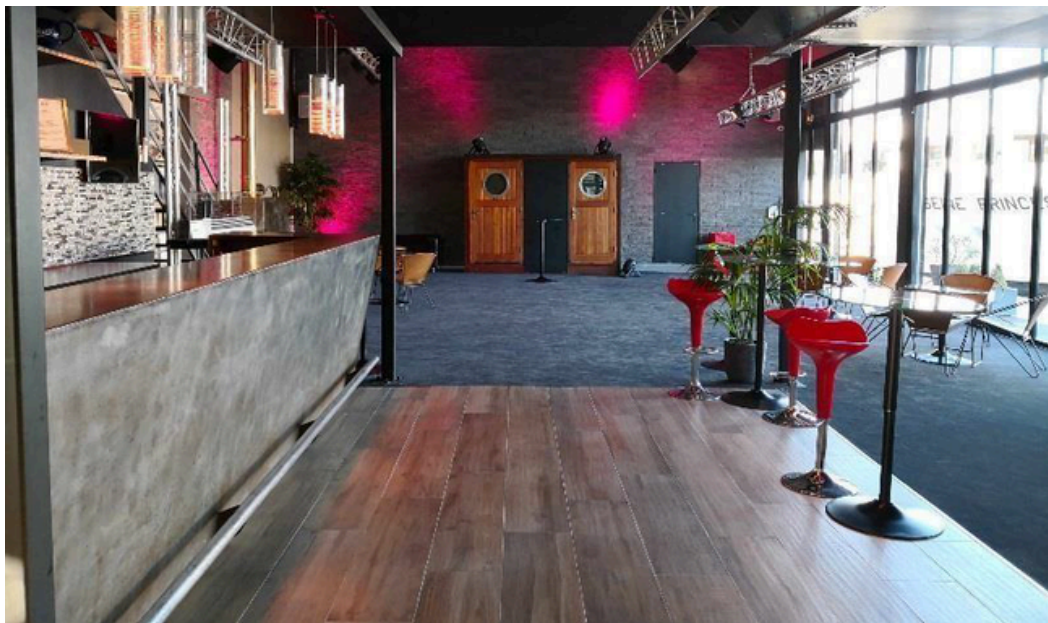
Target: Internal department

Number of pax: 600

Details: 2 days, one night. Meetings and workshops during daytime. One evening with dancefloor

Venue: Mercure hotel Tour Eiffel and Atelier de France, Paris

Budget: 300 000 €





Type: Christmas party

Target: Internal department for Mercedes company

Number of pax: 100

Details: One evening based on the Star Wars theme with dancefloor and animations

Venue: Mercedes company

Budget: 20 000 €



parnasse

Type: Private visit exhibition

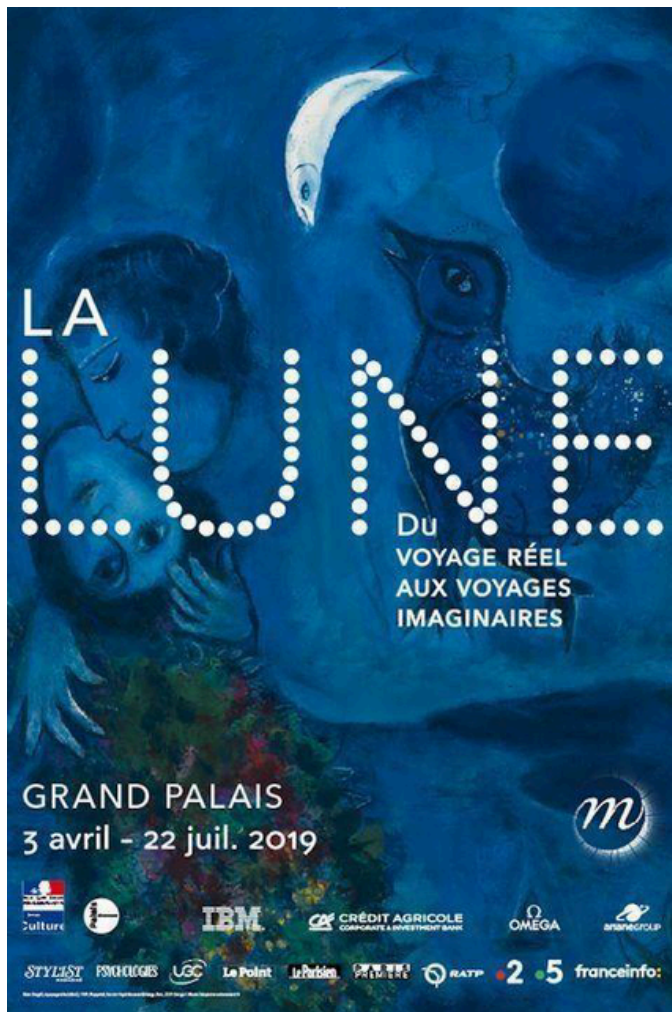
Target: High-end customers

Number of pax: 50

Details: One evening with a private visit and a dinner cocktail

Venue: Grand Palais / "La Lune » exhibition

Budget: 10 000 €



Parnasse (Orange group)

Jan. 2019 – July. 2019

parnasse

Type: Annual summer evening

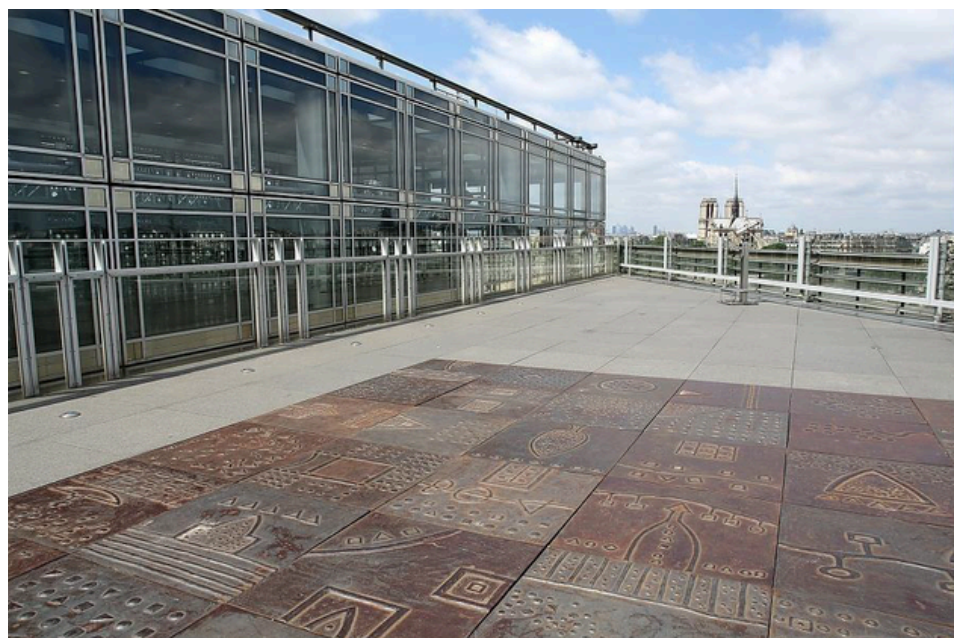
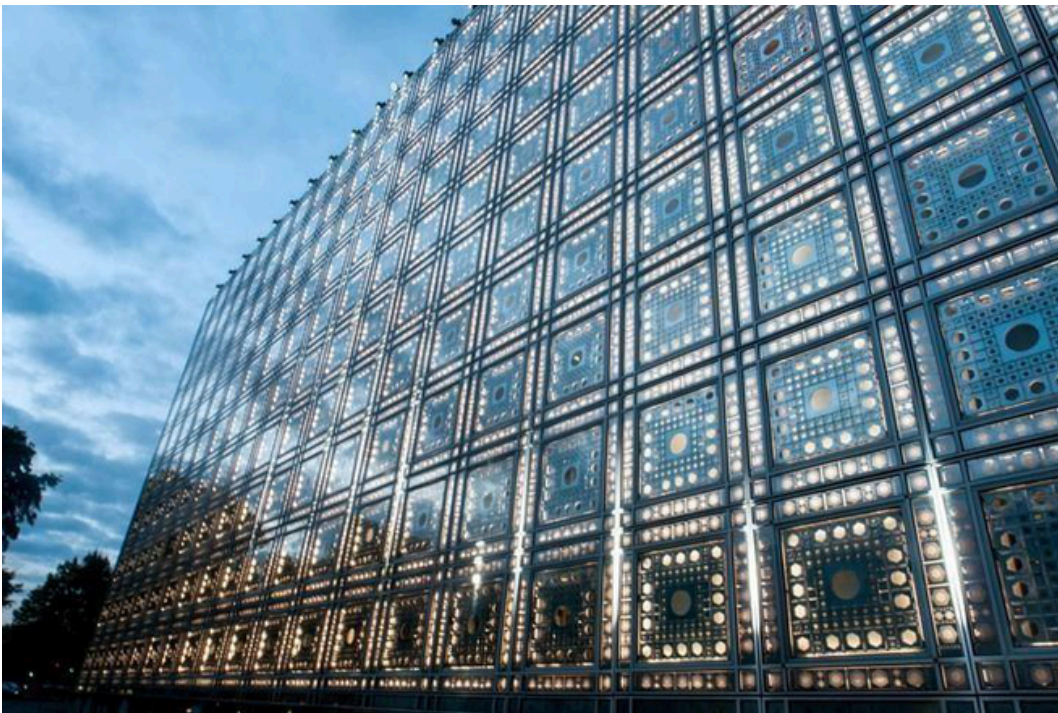
Target: High-end customers

Number of pax: 500

Details: One evening with a dinner cocktail and an orchestra

Venue: Institut du Monde Arabe, Paris

Budget: 80 000 €





Type: London Dentistry Show

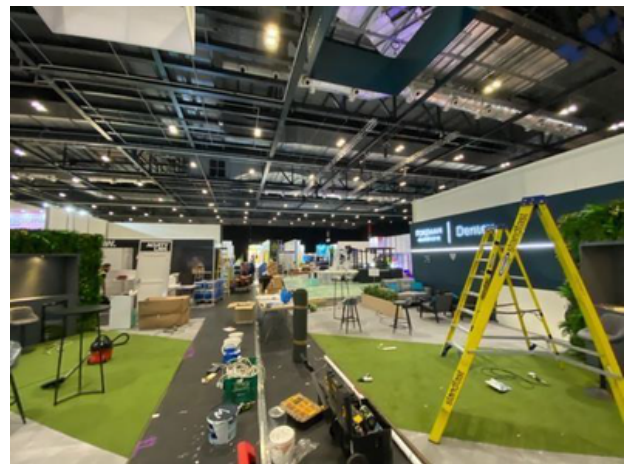
Target: People working in dentistry sector

Number of visitors: +4000

Details: Responsible of the 6 theatres (both in AV and speakers' side)

Venue: ExCel, London

Budget: £40 000





Type: Tech Show Singapore

Target: People working in IT sector

Number of visitors: +20 000

Details: Responsible of 6 theatres and liaise with speakers

Venue: Marina Bay, Singapore

Budget: £60 000





Type: Tech Show Frankfurt

Target: People working in IT sector

Number of visitors: +10 000

Details: Responsible of 13 theatres, AV part

Venue: Messe Frankfurt

Budget: £184 000

