

Sofia Marchetti

Event Coordinator · Fitness Instructor · Travel Consultant

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DOB: 03.02.1990

PERSONAL STATEMENT

People-focused organiser with a decade spanning events, wellness and travel. Has run conferences for 800+ delegates, coached group fitness classes, and designed bespoke trips for demanding clients. Thrives on logistics, keeps a cool head when plans change, and genuinely enjoys making other people's experiences run smoothly.

PERSONAL INFORMATION

Date of Birth: 3 February 1990

Address: Fraunhoferstr. 15, 80469 München

Driver's License: Class B

Availability: Full-time — flexible for events and travel

WORK EXPERIENCE

Senior Event Coordinator

2020 – present

MCI Deutschland GmbH, München

Plan and deliver corporate conferences and product launches for up to 800 delegates. Manage vendor contracts, budgets up to €450k, and 15-person on-site crews. Introduced a supplier checklist that cut last-minute overruns by a third.

Group Fitness Instructor

2017 – 2021

Body & Soul Fitness, München

Taught up to 14 classes a week (HIIT, spinning, mobility) to groups of 20+. Built one of the studio's most-booked timetables and mentored three trainee instructors. First-aid responsible for the floor.

Travel Consultant

2014 – 2017

DERTOUR Reisebüro, München

Designed tailored itineraries and handled end-to-end bookings for leisure and small-group clients. Consistently top-three in branch sales and rebooking rate through attentive follow-up.

Events Assistant

2012 – 2014

Münchner Messe & Ausstellung, München

Supported trade-fair delivery: exhibitor liaison, registration desks and on-site problem solving. Coordinated volunteer teams during peak show days.

EDUCATION

B.A. Tourism & Event Management — Hochschule München (2012)

Lizenzierte Fitnesstrainerin B-Lizenz — BSA-Akademie (2017)

SKILLS

- Stock management systems: SAP EWM, barcode scanners and RFID
- Supply chain coordination: procurement, supplier management and delivery scheduling
- Digital tools: Microsoft 365, scheduling software, CRM and ticketing systems
- Data analysis: SQL, Python (pandas), Power BI and Tableau
- Medication administration and dosage management
- Cloud platforms: AWS, Azure and Google Cloud fundamentals
- Electrical installation: wiring, testing and fault diagnosis

LANGUAGES

Spanish	Native
Polish	C2

INTERESTS

Open-Water Swimming · Pilates · Travel Photography · Cooking · Live Music · Volunteering