

Tanya Nieto-Winzey
12101 Rock Garden Lane, Pinecrest, FL 33156
Tel. (305) 606-2897
E-Mail: tanya@plannerpro.net

EXPERIENCE

Event Technology Consultant

Build and maintain complex registration sites for both private and nonprofit organizations on a consultant basis. Perform daily, weekly and monthly duties for clients to ensure that their event technology is running smoothly. Help attendees register the event/s and provide excellent customer service. Build mobile apps using Crowd Compass and maintain the system both pre-event, during event and run critical data reports post event. Provide onsite event technology support to clients, if needed.

Virtual
(2016-present)

Conference Coordinator

Pilates Method Alliance. Responsible for all aspects of event management including site selection, creating schedule of events, selection process for conference presenters, production of meeting materials, registration/database management and on-site management for a large international educational annual meeting ranging from 700-1,000 attendees. Prepare weekly conference reports and troubleshoot as needed.

Miami, FL
(2005-present)

Program Administration Assistant/Executive Assistant

John S. and James L. Knight Foundation. Provided administrative, clerical and project support to the Foundation's program staff. Entered and updated the daily flow of grant information into the computer database. Organized, planned and managed at least five important meetings per year for the Journalism program. Worked closely with team members on routine mailings for program staff. Prepared reports and provided research support as needed. Performed administrative duties for executive management. Responsibilities included screening calls, managing calendars, making travel and meeting arrangements, preparing reports, financial data and expense reports.

Miami, FL
(2002-2005)

Conference Officer

FTAA Secretariat. Managed the logistical details from beginning to end of Free Trade Area of the Americas meetings. As a team leader during my assigned meetings, I coordinated all the involved hotel staff, interpreters, and other FTAA staff members to ensure the orderly and timely execution of the meeting. Worked closely with delegates, group chairs, and FTAA staff members to guarantee successful and productive confidential negotiations of the FTAA. Also assisted the Conference Officer Coordinator and the Director with administrative needs, such as typing letters, proofreading, correspondence, filing and answering phone lines. Worked as a team leader on many complex projects including the FTAA Secretariat's transition to Panama.

Miami, FL
(2000-2001)

EDUCATION

Boston University
M.A. in Psychology
GPA: 3.9/4.0

Boston, MA
(1994-1998)

Boston University
B.A.; Overall GPA: 3.6/4.0, Magna Cum Laude
Major: Psychology
Minor: Rehabilitation Counseling & Human Services

Boston, MA
(1998-2000)

SKILLS

Event Advanced Event Management Certified. Proficient in Excel, Microsoft Word, Access, PowerPoint and SPSS for Windows. Very strong communication skills. Fluent in Spanish, conversant in Italian and French.