



Evelyn Tamajo

Production Assistant

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Languages

English (Fluent)

About

I have extensive retail experience with roles at Hard Rock, Blacks Outdoor Retail, Beauty Base, iSmash, Victoria & Albert Museum and Natural History Museum. I excel in customer service, managing busy environments, transactions, stock control, and client advising, ensuring excellent store presentation.

BRANDS WORKED WITH

- Soho Staff
- Liquid City
- Adam Grooming Atelier
- IEMA
- DOT TV & FILMS
- 1s t Option
- iSmash
- Natural History Museum/Adecco
- MAJOR LONDON MUSEUMS
- V&A Museum
- DIFFERENT LONDON COMPANIES
- Beauty Base
- Blacks Outdoor Retail
- Rendall & Rittner
- Hard Rock
- EEP

Experience



● Runner/Event Assistant

Soho Staff | Jun 2024 - Now

Televisual Village Fete Event:

- Supporting with the set up of the event.
- Supporting at the reception.
- Supporting at the different bars.
- Supporting with the close down.



● EVENT ASSISTANT

Liquid City | Jun 2024 - Jun 2024

Open Studio Day during London Festival of Architecture:

- Supporting staff and visitors throughout the event.
- Supporting at the bar making cocktails, cleaning, restocking, and giving exceptional customer service to customers.
- Making sure to answer/open the door for guests.
- Supporting with cleaning and tidying up after the end of the event.

● Event Steward

EEP | May 2024 - Now

Chelsea Flower Show and Taste of London:

- Escorting King Charles during the visit: being professional, attentive, a team player and taking care of the King's health and safety during the visit.
- Stewarding Chelsea Flower Show's judges: being polite, professional and friendly; making sure that no journalists, press, other visitors disrupt their work.
- Stewarding primary school kids and teachers.
- Patrolling the different areas of the venue and taking care of visitors' safety.
- Guiding, answering questions, being friendly and approachable with visitors.
- Guarding gates and checking admissions and exits of staff members and vehicles.



● Regional Networks Assistant

IEMA | Aug 2023 - Apr 2024

- Designing banners for events using Canva, editing recordings of online events using Vimeo, creating events on Eventbrite and advertising it on LinkedIn and IEMA website using Craft CMS.
- Tech support for online events on MS Teams: running events smoothly on platform, running test sessions prior to webinars/workshops, solving any potential IT issues, creating breakout rooms, polls or anything organisers wish to use on day of event.
- Administer email inbox for regional volunteers and regional queries,

responding within service level agreement timeframes.

- Work with regional volunteers (21 groups) to setup events online and in their area, which includes working with volunteers to fill out all fields on event booking form, booking venues, paying deposits and processing invoices and volunteer expenses. Meet on monthly basis with chairs and vice-chairs of regional networks to discuss tasks and administration support required for upcoming events.
- Maintain database of regional volunteers.
- Provide administrative support to the Regional Networks Coordinator, which includes sending out volunteer certificates and thank you letters, gathering content for email newsletters etc.



● EVENTS OFFICER

IEMA | Mar 2023 - Aug 2023

- Build relationships and work closely with all areas of the organisation to ensure that the engagement plan delivers on IEMA's business objectives while pulling together a seamless experience for IEMA members.
- With direction and support from the Head of Marketing, deliver the annual, online, global members' conference, IEMA Connect, by planning the project inclusive of logistics and agenda, and leading a project team to deliver a conference that will increase satisfaction and retention, and showcase our diverse profession.
- Plan and successfully deliver a programme of internally led events, both digital and face-to-face, that align with IEMA's commercial objectives and provide retention opportunities.
- Work with the Head of Marketing to create event budgets, source venues, create marketing plans to ensure a steady flow of content, and lead on the logistics of the event to deliver exceptional content to our audiences.
- Coordinate support for IEMA's webinar programme and embed this into the wider engagement plan by supporting the different IEMA teams with putting the webinar registration online, running the webinar and providing feedback from members after the webinar. Webinar series include stand-alone policy and practice sessions, member only series like How To and policy consultations such as the Environment Bill. Ensuring that the webinar programme meets the needs of IEMA members.

● Production Coordinator

DOT TV & FILMS | Mar 2023 - Mar 2023

- Organising equipment and supplies
- Coordinating travel, transportation and locations.
- Organising set/shootings.
- Acting as production's point of contact with crew; dealing with communications between crew members and location staff.
- Facilitating production schedule.
- Facilitating budgets.
- Assisting Mr Burke and crew.



● Recruitment Assistant

Rendall & Rittner | Mar 2022 - Feb 2023

● Admin/Marketing Assistant

1st Option | Oct 2021 - Jan 2022



● Junior Supply Chain Analyst

iSmash | Nov 2020 - Oct 2021

● Visitor Experience Assistant

Natural History Museum/Adecco | Oct 2020 - May 2021

- Learning about the collection, being able to deliver information, experiences and sales to visitors.
- Inspiring people in the natural world through the collections and scientific research.
- Being able to handle crowds of people and often a busy and noisy environment.
- Patrolling the museum or visitor centre, guarding items on display and

checking visitors' bags for security purposes.

- Keeping the galleries well-presented.
- Opening and closing the museum.
- Taking admission money, if there is a charge, and issuing tickets.



● **Retail Assistant**

Hard Rock | Jan 2020 - Jul 2020



● **Retail Assistant**

Blacks Outdoor Retail | May 2019 - Jan 2020



● **Visitor Experience Volunteer**

Victoria and Albert Museum | Mar 2019 - Jan 2020

- Helped at the exhibitions: "Christian Dior: Designer of Dreams" and "FOOD: Bigger than the Plate".
- Learning about the collection and being able to deliver information.
- Being able to handle crowds of people and often a busy and noisy environment.
- Patrolling the museum or visitor centre and guarding items on display.
- Keeping the galleries well-presented.



● **Admin/Marketing Intern**

Adam Grooming Atelier | Nov 2018 - Dec 2018



● **Retail Assistant**

Beauty Base | Sep 2017 - Aug 2018

Education & Training

2012 - 2017

● **IIS Giovanni Valle (Padua, Italy)**

A-Levels, Audio Visual Multimedia