

CLAUDIA VILLALOBOS

PROFESSIONAL OVERVIEW

- Artist/ Instructor
- Personal Assistant
- Event Coordinator
- Community organizer
- Marketing Coordinator

AREAS OF EXPERTISE

- Creatively resourceful
- Facilitating / Instructing large groups
- Plan and coordinate Events from start to finish.
- Facilitate vendor agreements
- Incredibly and colorfully organized
- Self motivated/ works independantly
- Able to manage multiple schedules.

MY INTERESTS

- Traveling
- Sports
- Hiking, Nature lover
- Community activist
- Teaching and Inspiring the Youth
- Rainier Beach PTA VP
- Love Jewelry

PROFICIENT IN :

Outlook, Word, Excel, PowerPoint, Google Calendar

EDUCATION

Seattle Art Institute of Seattle

2004-2008-BACHELORS IN MERCH/ MARK/
FASHION MARKETING

CONTACT INFORMATION

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WORK HISTORY

Executive Family Assistant for The Estate of Russell & Ciara Wilson 8/2019 - 1/2020

- -Coordinated Public Family Appearances during busy holiday/ Football Season
- -Made weekly and monthly schedules for Nanny and Childrens travel plans.
- -Assisted in the everyday functionality of kids afterschool activities.
- - Assisted family as needed, completing tasks, running errands, ensuring the efficiency of the families time.

Downtown Dog Lounge Marketing/Events Coordinator MARKETING EVENTS/ COORDINATOR 9/2017-5/2019

- Coordinated Exclusive Dog Events for the Amazon Community.in partnership with the Amazon WOOF Program.
- Created Promotional Campaigns targeting surrounding major companies such as Google, Amazon, Facebook.
- Main Source of Contact for Media Relations and Marketing campaigns.

Costco Wholesale MARKETING COORDINATOR 2012-2016

- Schedule events for team to gain new memberships and sales.
- Develop and execute highly targeted campaigns
- Coordinated new product launches
- Corresponding to potential clients and vendors
- Created Promotional incentives for Clients



@ClaudiaVdesigns



Seattle Glow Girls

FOUNDER / 2016-PRESENT

- Overall event facilitator
- Develop creative and thoughtful projects to inspire and motivate the youth.
- Engage and Recruit youth for programming
- In Charge of all Marketing, Promotion and Online Presence
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Seattle Paint Party

ARTIST/ INSTRUCTOR-OWNER
2016 TO PRESENT

- Instructs and leads large groups for Paint Party Events.
- Set up and take down of private events
- Coordinates the venue and vendors. -Facilitates day of needs.
- Manage Social media and Promotion of events.

Project Management

Event Coordination:

BarktoberFest 2017- Lead Event Planner

BarktoberFest 2018-Lead Event Planner

Van Vorst Plaza - Est Attendance- 1000-1500

Annual Dog Costume contest. Organized the lay out and design of the stage. Facilitated and hosted the Fashion Show. Develop event schedules and assignments to delegate event activities and cover all aspects. Worked Closely with Amazon WOOF Program to execute efficiency of event

Dog Fest 2018 - Lead Event Planner

Van Vorst Plaza - Est. Attendance- 1000-1500

Coordination of Event from start to finish. Worked with vendors to secure booth space and finalize contracts. Worked very closely with Amazon WOOF Program to finalize fine details of the event.

Costco Employee Annual Holiday Party- Lead Event Planner

Planned and organized Annual Holiday Parties for the Seattle Costco location for up to 500 employees. This entailed finding and finalizing venue location, working with vendors and finalizing menu details. Coordinated ticket sales,

2014-Saltys on Alki

2015-SSCC

2016- Columbia Tower Membership Club

2017- Anthonys on the Pier

Community Engagement Based Events:

Costco Regional Tutoring Program Lead: 2014, 2015, 2016

Point of contact for local tutoring Program. Worked with neighboring schools to match employees and students in an 8 week enrichment tutoring program. Maintained and updated Volunteer database.

Seattle Glow Girls: 2018 Microsoft Journal making Class- 8 week Course

Collaborated with Microsoft to organize a tech class teaching young girls how to use the creative new Surface Pro using the newest Studio App to design a self empowering Journal. Created 8 week curriculum course for young girls to create a journal focusing on self confidence and self awareness.

Paint a Bus shelter with Urban Art Works and artist 179- 2018- Project Manager

Collaborated with artist 179 to design and paint a bus stop located in the Central District. Recruited young girls to help paint a design the bus shelters with a theme of self empowerment.

Rainier Beach- Panel Discussion- "Inequalities we Face"- 2019

Coordinated and Hosted a Viewing Party Community based event to highlight Rainier Beach Inequalities. Gathered the panelists, coordinated day of tasks. Set up and take down of event.