



Dynamic and detail-oriented Events Manager with 10+ years of experience in event planning, public relations, and budget management, specializing in luxury retail and high profile events. Demonstrates a strategic approach to event design, budget oversight, and vendor coordination while maintaining brand standards and creating memorable experiences. Proficient in SAP, Excel, PowerPoint, and recognized for strong organizational and leadership skills. Bilingual in English and Arabic, with extensive experience across NewYork and Middle Eastern markets.

Mobile: Lebanese # 0096170652284 American # 3476271656

E-mail: lindajomaa@gmail.com

D.O.B.: 04/10/1990

Married

Nationality – American Born NEWYORK BROOKLYN UNITES STATES

Education

AUST University Degree: Bachelor of Interior Architect 2008 – 2011

NYU University Event Management 2016-2019

1997-2007 Name: Lebanon Evangelical School Louazieh, Lebanon

Degree: High School Diploma

Work Experience

2021 -2024

Director of Event Management · Interior Design Consultant At Maak company Saudi Arabia

Senior 3D Render Architect at a leading event management and social media company, I specialize in bringing visionary concepts to life through cutting-edge 3D renderings and visualizations. With 9 years of experience in the industry, I combine my technical expertise and creative passion to design immersive and engaging environments that captivate audiences and enhance brand experiences.

Core Competencies:

- 3D Visualization: Mastery in creating high-quality 3D renderings, animations, and virtual walkthroughs that accurately depict event spaces and concepts.**
- Event Design: Expertise in designing innovative and functional event layouts, ensuring that every detail aligns with the client's vision and logistical requirements.**
- Software Proficiency: Advanced skills in industry-standard software such as AutoCAD, SketchUp, 3ds Max, and Adobe Creative Suite, enabling the creation of detailed and realistic visuals.**
- Collaboration: Proven ability to work closely with event planners, marketers, and social media teams to ensure cohesive and integrated design solutions.**
- Client Interaction: Skilled in presenting designs to clients, incorporating feedback, and refining concepts to achieve optimal results.**
- Trend Analysis: Keeping abreast of the latest trends in 3D rendering, event design, and social media to deliver cutting-edge and relevant solutions.**
- Project Management: Strong organizational skills to manage multiple projects simultaneously, ensuring timely delivery and adherence to quality standards.**

Achievements:

- Successfully delivered high-impact 3D render projects for major events, receiving praise for creativity

- Collaborated closely with senior leadership and HQ to execute high-impact events aligning with commercial objectives and brand standards.
- Developed comprehensive event proposals and budgets for product launches, store openings, and press events, meeting luxury standards for image and brand positioning.
- Managed end-to-end budget processes for each event, utilizing SAP to streamline purchase orders and monitor financial disbursements.
- Maintained regular communication with finance and executive teams to ensure budget alignment and cash flow awareness.
- Coordinated with internal teams, including CRM, marketing, and retail operations, to ensure cohesive event execution.
- Led vendor relationships, overseeing contract negotiations, scheduling, and on-site event supervision, including set-up and breakdown.
- Tracked event metrics, including sales performance and guest engagement, providing insights for future events.

CORPORATE EVENT PLANNER (DESIGN AND MANUFACTURING)

Company Name: One eleven wedding and Events (FREE LANCER)

Charged with creating experiences and bringing visions to life, an event planner is adept at juggling many tasks. Scouting locations, soliciting bids, managing vendor relationships and client communications, creating and negotiating contracts, and managing budgets execution of online events. Virtual events include such things as meetings, webinars, conferences, networking events,

Work with marketing campaign managers to monitor event outbound email and web promotions for driving event registration

Assist in event budget management and reporting

Execute multiple events to meet sales, marketing and product initiatives

Establish event goals, track measurements and metrics

Create pre-event project plans and post event summaries

Oversee and execute complete on-site meeting management, to include venues and ground suppliers, so that we have a successful and seamless event

Coordinate and execute all logistics of the meeting and agenda

Work in a team environment

Attend and run meetings with current and potential clients prior to booking as well as through out the planning process.

Develop extensive detail plan of event dates, times, style, theme and colors for event.

Assistance in ordering and design of all personalized items including favors, signage, etc.

Orchestrate ceremony line up and reception introduction for event including rehearsal.

Coordinate all aspects of set-up, ceremony, reception, and take

down of the Wedding with all vendors to ensure a seamless event.

Budget design and review to ensure we stay within your budget

including disbursement of payment and/or gratuities for all vendors.

Developed all online marketing aspects through; The Knot,

Twitter, LinkedIn, Facebook, and Google.

Maintained relations with vendors on a daily basis to get the best

prices for clients.

Managed CRM daily to make sure all wedding day activities, and

vendors stay on agenda.

Organize all aspects of putting together a successful wedding, and

event management

Smart Sheet, Asana, Zoho projects softwares

Organizational Skills.

Communication.

Client-first Approach.

Problem-solving.

Negotiation and Budgeting.

Multitasking

2017-2019

Studying Event management and wedding planner

New York of Art and Design

2017-2018 Diploma

Radio and TV 8 month program certified

Reporter, TV News

NEXTUDIO Interior and Architecture

firm

Interior Design Sales

2013-2020 Baabda Hazmieh

Experience:

**create functional, safe, and
aesthetically pleasing spaces by
assessing space requirements,
determining optimal furniture
placement, and selecting decorative
items, all while adhering to relevant
blueprint, building code, and
inspection requirements**

**Create an atmosphere within the home
that aligns with our client's personal
style. By using paint, fabric, furniture,
and accessories to change the visual
aesthetic of a space**

**Coordination with
clients/suppliers/contractors**

Technical Drawings/Construction

Documents

Material Selections

FFE booklet

Site visits and follow up

**Achieve company objectives by
planning thoroughly, setting sales
goals, analyzing performance data, and
making forecasts**

Create and execute a strategic sales

**plan that expands our customer base
and extends the company's global
reach**

**Meet with potential clients and grow
long-lasting relationships that address
their needs**

**Ensure that company quotas are met
by holding daily check-ins with sales
team to set objectives and monitor
progress**

**Manage the month-end and year-
end close processes**

**Overseeing local and regional sales,
promotions and campaigns**

**Identifying emerging markets to find
new sales opportunities**

**Handling and resolving customer
complaints regarding a product or**

service

**Serving as the face of the
organization to internal and external
partners**

nt rates and

**determining price
on social media
informing customers about real or
potential product/service issues**

Skills

Revit

Architecture Design

Communication Skills

Customer service

Technical

AutoCAD

Space Planning

MS Office

Projects:

Villa design

Ballouneh duplex

• Ramle bayda Appartments - Beirut,

Lebanon

- **Hazmieh apartments**
- **Café and resto Hamra street**

Office design

- **Wadi shahrour buildings**
- **Faria duplex villa**
- **Music school.**
- **Ramlet el bayda Apartment Design**

and execution

- **Kitchen design and closets execution**

Shopdrdrawings and 3Dmax for clients

in USA

Gcc projects Qatar and Saudi Arabia