

# ELENA CANTÚ



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H1W2G8



[www.linkedin.com/in/elenacantualderon](http://www.linkedin.com/in/elenacantualderon)

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## SUMMARY OF QUALIFICATIONS

- Group management with 20+ years of experience involved with social programs.
- Planning, organizing and coordination of corporate, non-profit and social events.
- Certifications on event management, international event protocol and fundraising.
- 10+ years of experience in event management.

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## SKILL HIGHLIGHTS

### Group Management

- Managed companies' volunteering groups and their participation in activities organized by and for Non Profits and governmental social institutions.
- Responsible for the coordination of social activities where participants (people with intellectual disabilities, homeless children, abused women, etc.) with a group of volunteers.

### Event management and Negotiation

- Managed multiple events according to the organization's needs (fundraising, trainings, seminars, etc.).
- Responsible for the negotiations with suppliers, transportation and accommodation logistics, agenda organization, visa processes, relocation services, and more.

### International Cooperation

- Managed international meetings for technical exchange of information about governmental social programs.
- Managed international visits for activities and meetings with the Mexican Government.

### Research and Assistance

- Assisted in the negotiations related to international agreements resulting from seminars or meetings.
- Researched good practices, social and international matters, tendencies, protocol, among others.

### Fundraising and Social Responsibility

- Responsible for the design and creation of grant proposals, project management and coordinated the relations with donors, collected data and evidence of the social impact of the projects.
- Managed the donations requests, its delivery and evaluated the financial aspects and social impact of the projects.

### Social Projects and Entrepreneurship

- Consulted for Organizations and Non-Profits (administration, fundraising, legal issues, finances, etc.)
- Research and networking projects

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## EDUCATION

### BA International Relations

Instituto Tecnológico y de Estudios Superiores de Monterrey, Monterrey, Mexico, Aug. 1998- Jun. 2003

### Master in Management of Associations, Foundations and other Non-Profit Organizations

Universidad Autónoma de Madrid, Madrid, Spain, Oct. 2005-Jul. 2006

### D.E.C. Special Care Counseling

LaSalle College, Montreal, Canada, Aug. 2018 – Jul. 2021 (actual)

## LANGUAGES

Advanced English and Native Spanish

## EXPERIENCE HISTORY

### Event Management

UNICEF (Mexico), World Youth Conference 2010 (Mexico), Janssen Cilag / Johnson & Johnson (Mexico), University of Middle East Project (Spain) 2006 - 2018

### Non Profit Organizations

UNICEF, “Unidos” Together we are all Equal (Mexico), Janssen Cilag / Johnson & Johnson (Mexico), Covenant House (Mexico), University of Middle East Project (Spain), Malos Tratos (Spain) 2002 - 2018

### Other Projects

CEFITS, Centro Elefante, ProjeT Nauyaca, Other Consultancies. 2008 – 2017

## CERTIFICATIONS

- \* Nonviolent Crisis Intervention, CPI Training, Montreal, Canada, 2019
- \* Psychological First Aid (Self care and Caring for others - online), Canadian Red Cross, Montreal, Canada, 2019
- \* Standard First Aid & CPR/AED Level C, Canadian Red Cross, Montreal, Canada, 2018
- \* Social and Business Events Management Course, Guadalajara, Mexico, 2016
- \* Governmental Protocol and logistics for International Conferences Course, Mexico City, Mexico, 2010
- \* Fundraising in an International Community Workshop, New York, United States of America – Mexico City, Mexico, 2012
- \* United Nations’ Security in the Field Training, Mexico City, Mexico, 2009
- \* Etiquette and Protocol Course, Mexico City, Mexico, 2009

## SOCIAL SERVICE

- \* “Unidos” Together we are all equal – coordinated a group of adults with severe intellectual disabilities and volunteers working on social skills, Monterrey, Mexico, 1998-2005.
- \* Ministry of Foreign Affairs of Nuevo León (internship) – Assistant to Communication and Partnering Area – Coordinated projects related to local Non Profits and Governmental Social Institutions, Monterrey, Mexico – 2002-2003
- \* System for the Integral Development of the Family (DIF) – participated in activities at the government’s children shelters and day care centers, Monterrey, Mexico – 1998 - 2003
- \* University Hospital of Nuevo León – art therapy for children dealing with cancer, Monterrey, Mexico – 1996-1998