

Personal information

Name Nadja Cleven
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Date of birth 03.08.1987
Diploma BBA Eventmanagement



Work experience

01/2018 - 12/2022 **Freelance Host & Speaker**
Hosting Gala Nights, Events, Trade fairs, Tv- Shows & Hybrid Events

05/2017 – 11/2017 **Sales & Incentive travel manager, Incentivos Ibiza**
Leading the expansion of the company on the German market

09/2016 - 11/2016 **Philip Morris Speed Fashion Show, Ivory Entertainment**
Project management Marlboro Neuland, October 2016

05/2016 - 09/2016 **Guest relations and VIP management at Heart Ibiza**
VIP Customer care, reservations & hostess management

09/2016 – 11/2017 **Start-up business swimwear brand Coco e Sol Beachwear**
Production, design, branding & management

01/2015 - 07/2017 **General Fashion-show management, Ivory Entertainment**
Preproduction and On-site-management seasonal Berlin Fashion week

01/2015 - 07/2017 **Show production Sid Neigum Fashion Show, London Fashion week**

01/2015 - 07/2017 **Show production Atzushi Nakashima , Milan Fashion week**
Casting, on-site-management, model booking, backstage management

05/2013 - 09/2014 **VIP Concierge manager & head of department Ushuaia Ibiza**
High-end personalized concierge service, Palladium Hotel Group

01/2013 - 09/2013 **Marketing management Palladium Hotel Group**
Trade fair & Show Manager, Palladium Hotel Group, Ibiza,

09/2012 - 01/2013 **Marketing & RRHH Manager Naiad sobre Hielo, Seville**
General manager of various Christmas market projects

04/2012 - 08/2012 **Incentive travel management, Incentivos Ibiza**

	Organization & assistance of incentive travel groups,
09/2008 - 08/2012	Receptionist Mercure Hotel Aachen , part-time
09/2008 - 08/2012	Entertainment-management Barceló Hotels & Resorts
Projects presenting	Hosting the opening and following 3 Month of Shop LC, German TV Sales Channel , Düsseldorf, 2021
	Hosting the Krone Future Lab corporate event , Lingen, September 2021
	Hosting the "B-Safe 4 Business Village" event at Koelnmesse at 8 dates, October 2020
	Fashion & Dance Gala with Oliver Pocher at Citti-Park Flensburg
	HSE 24 for Judith Williams Cosmetics
	Wedding presentation , Palma de Mallorca, 2020
	Ibiza Fashion Festival 2019 at Beach Sol House, Ibiza – May 2019
	Ibiza Fashion Festival 2018 at Nikki Beach, Ibiza – May 2018
	Hard Rock Incentive Award Gala , October 2018
	Autumn fashion show presentation , Center Köln Weiden, September 2017
	Image movie for BDA , Berlin, November 2017
	Entertainment manager , Barcelo Fuerteventura, hosting evening shows 2012
	Education
09/2008 - 08/2012	BBA Event & Leisure Management Hogeschool Zuyd, Maastricht & Heerlen, Netherlands
09/2006 - 09/2011	Erasmus semester Universidad Economical de Seville, Spain, 2011 Focus on international marketing and Spanish language
09/2003 - 07/2006	University entrance degree Maria Montessori Gesamtschule, Aachen, Germany
09/1997 - 07/2003	Secondary school level Geschwister Scholl Gymnasium, Aachen, Germany

Advanced training

- 11/2020 **Hosting for Tv channels**
Training by **Susanne Schwab**, VHS Berlin Mitte
- 11/2018 **Hosting & speaking for Stage & Event**
Training by Kai Paulsen, VHS Berlin Mitte
- 05/2013 **Client/ Guest relations & premium service skills**
Ushuaia Tower Ibiza, Palladium Hotel Group

Languages

- English** (Professional business level)
- Spanish** (Professional business level)
- Dutch** (Professional business level)
- Portuguese** (Intermediate level)
- French** (Basic level)

Skills

- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint
- Web design
- Adobe Photoshop

Driver's license

Class B

Hobbies

- Dancing
- Yoga, Pilates, Fitness, Running