

Nathalie Lavergne
10, Victoria Ave, Brockville, ON K6V 2B1
Tel 613.865.9348 Cell 514.699.4102
Language : French & English

Professional specialized in event management and the resolution of organizational problems. I wish to share my experience, to meet and exchange with people, to achieve great things while working with a dynamic team.

Experiences

Défi sportif AlterGo

Editions 2014, 2016, 2017, 2018

Transportation & accommodation coordinator

- Planning of the different shuttle schedules for the 4600 athletes (from 2 airports to 3 hotels to 10 competition sites)
- Making room reservations based on the arrivals, competitions, closing ceremonies
- Training and managing a team of up to 20 volunteers

Toronto2015 Pan/Parapan American Games Organizing Committee

May 2014 - August 2015 Contract

Torch Relay Advance Manager, Region 3

- Overall planning and development of the Pan/Parapan American Torch Relay Eastern Ontario (Ottawa – Toronto and Montreal)
- Assist with development of community rallies
- Event planning
- Crowd building
- Media relations and public relations for the Relay

Gala Celebration 2014 (Loto Quebec)

Contract

Logistic, transportation, food and accommodation coordinator

- Planning of the different shuttle schedules for the crew working on the event
- Making room reservations based on the working schedule of everyone in the team
- Overseeing the event logistic

Montreal International Jazz Festival / Francolies

Summers of 2005 to 2013 Contract

Assistant to the director of food service

- Plan menus, working with catering companies for all the different venues
- Working with SAQ for alcohol order and services in the different backstages, working for the VIP tent during major outdoors shows
- Preparing and managing the different schedules for the catering of the 600 outdoors and indoors show
- Hiring, training and managing a team of 9 greenroom attendants and the kitchen staff

Saint-Jean-sur-Richelieu International Balloon Festival

Summer of 2013 Contract

Superintendent of the base (as well as for the **Montreal International Jazz Festival / Francolies** from 2005 to 2008)

- Overseeing the communication base, hiring, training and managing a team of 8 dispatchers
- Drawing the plan in case of evacuation and relocation of the base
- Knowledge of the protocols of distribution and using them in a effective way
- Managing priorities in case of an emergency situation and informing concerned parties

Grand Défi Pierre Lavoie

January 2013 – June 2013 Contract

Food service & activation Coordinator

- Plan menus, working with different catering companies for all the different sites.
- Plan the activities and activations for La Baie (departure site) and Lévis (mid-way site), as well as on route
- Oversee the food distribution to all the athletes and volunteers (4 days, 10 sites, 1000km, 10 000 participants)

Salon des métiers d'art de Montréal

September –December 2012 Contract

Project Officer and logistical support

- Develop and coordinate the entertainment of the VIP opening night, following the given budget
- Coordinate demonstrations, cinema, fashion shows
- Coordinate the implementation of mobile website in collaboration with the Director of Communications & develop new visitor markets

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Grey Cup 100th anniversary Tour
Logistic Coordinator – Quebec activations

July – October 2012 Contract

- Overall planning and development of the Grey Cup 100th anniversary Tour in Quebec City and Montreal
- Primary contact, advance preparation and coordination for the 2 communities; establish and manage relationships, assist community planning teams and rail partners with event planning and logistical advice
- Site management and execution
- Main on-site contact for municipalities, sponsor, stakeholder, CFL teams, event staff and volunteers

Quebec National Day Parade
Transportation and logistic Coordinator

May – June 2012 Contract

- Collect transport needs for all sectors and distribute them in a schedule in accordance with the types and amount of vehicle reserved
- Develop routes for drivers, respecting street closures
- Plan, organize and host the team during the event
- Oversee the conduct of transport on the day of the parade

Rick Hansen Foundation / Rick Hansen 25th anniversary Relay
Route Relay Coordinator, Region 1

2010-2012

- Overall planning and development of the 25th Anniversary Relay in Eastern Canada (St-John's NL – Gatineau QC)
- Assist with development of community rallies
- Event planning
- Crowd building
- Media relations and public relations for the Relay

Vancouver 2010 Olympic Torch Relay
Torchbearers Host

2009 to 2010

- Preparation of all torchbearer briefings material, coordinate the efficient collection of all torchbearers
- Guide the TB group sessions through a “play by play” of what to expect during their relay segment and help TB feel comfortable and confident about participating also keep TB session on track and on-time and deliver on the daily time schedules

Montreal High Lights Festival
Special events coordinator

2007, 2008

- Preparation and management of schedules and production budgets
- Organizational problems resolutions
- Managing contracts
- Overseeing the production of promotional tools (menu, programs)

Red Hot and Blue Rockabilly Weekend
Founder -- Conception, programming, production and logistics of the event

Since 2005

- Preparation and management of schedules and production budgets
- Organizational problems resolutions
- Hiring and overseeing staff and trainees
- Managing contracts and requests of work permits
- Contacting potential financial partners and sponsors
- Production of annual reports and press reviews
- Overseeing the production of promotional tools and advertisement (radio, posters, flyers, programs)

Professional and social activities

The first-aid workers in the workplace (16 hour training) - Food Handling (Ontario program), Smart Serve
Ski, scuba diving (dry suit, ice diving and wreck certification), paragliding