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Amsterdam - NL

Education

Fashion Management and Business

EBAC

2023 - On going

Licensure in Pedagogy

Mackenzie Presbyterian University

2019 - 2021

Expertise

Management

Social Media

Hospitality

Sales

Content Creation

Event Planning

Language

English

Portuguese

Spanish

ISABELLA GRECHI

Communications | Marketing

Profile

Currently working with sales, marketing consulting and content creation, with experience in education and inclusion. I'm pursuing a degree in Fashion Business and Management and have a background in client portfolio management and event coordination. With experience in communication and public relations, I am proactive, creative, and adaptable. I'm looking for opportunities in marketing, communication, and hospitality where I can contribute to innovative projects.

Work Experience

2023

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K-Uni Confecções

Marketing and Sales

- Management and development of client portfolios, with a focus on increasing sales and customer loyalty.
- Negotiation of contracts and commercial terms, ensuring client satisfaction.
- Development and implementation of sales strategies to achieve established goals.
- Market analysis and identification of growth opportunities.

2024

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2024

Master Real Estate Award | SECOVI-SP

Accreditation and Ceremony Coordinator

- Responsible for the accreditation and identification of public authorities and executives, ensuring an organized and efficient flow.
- Supported the ceremony team, ensuring proper assistance and guidance for VIP guests during the event.
- Direct communication with authorities and their teams, providing personalized reception services.

2024

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2023

CPEC

Administrative Assistant

- Assist managers with their activities and operational needs, handling daily administrative tasks.
- Manage incoming and outgoing documentation, organize schedules, monitor expenses and supplies, and provide overall support as needed.

ISABELLA GRECHI

Communications | Marketing



Work Experience

2021

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2022

Beit Yaacov School – Trilingual Education

Teaching Assistant

- Assist in instructing and guiding students, monitor academic progress, and ensure their development. Supervise extracurricular activities and collaborate with the lead teacher to address students' challenges.

2021

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2020

Pink Lash

Administrative Assistant

- Responsible for supporting the administrative tasks of the company, including planning, organizing, coordinating, and controlling operational procedures and their respective documentation. Maintain client contact, conduct general research, provide information and recommendations, request missing materials, and manage inventory, among other tasks

2020

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2019

Matsuda Press – PR Agency

Administrative Assistant

- Production of press releases, media outlets, follow-up on interviews (TV, newspapers, events, radio), pitch suggestions, influencer marketing, and content creation for social media.

2019

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2018

Mackenzie Presbyterian University

Intern in Inclusive Education

- Responsible for providing specialized support to students and their target audience—students with disabilities (hearing, visual, intellectual, physical, or multiple), learning disorders, or gifted abilities. Provide individualized support for children aged 4 to 5, including architectural and functional adaptations, promoting the development of skills, collaborating with the administrative support team, and working on detailed projects with other interns.