

Manuela Mattes-Thacker

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Manuela@mcmonaco.eu

Personal Details:

DOB: 17 January 1967

Marital Status: Married

Nationality: German

Address: 3 rue de la Fontaine, 06190 Roquebrune Cap Martin

Working Experience

- May'15 – June '17 **Centurion Bulk**, Monaco
Office Manager and PA to the Directors
- Feb'15 -Apr'15 **Fraser Yachts**, Monaco
Yacht Sales Assistant
- Jan'15 - Feb'15 **R&B Group**, UK / Monaco
Freelance Production Assistant / Sound
- Organizing technical side of AMADEUS Congress at Hotel Fairmont
- Feb'14 - Dec'14 **Morley Yachts**, Monaco
Assistant to Tim Morley
- Yacht Charter & Sales
 - Berth Sales
 - New Construction Projects
 - Trade Fairs
- Dec'13 - Feb'14 **Riviera Events Technical Services**, Monaco
Production Manager
- Organizing technical side of an event at Fairmont in March
- Jun'12 – May'13 **AudioRent Clair AG**, Basel-Aesch, Switzerland
Sales/Account Manager, Entertainment/ Event Technology
- Preparing and following up quotes
 - General administrative duties
 - Acquiring new clients
 - Organizing Marketing and Sales Projects
 - Key Account and Project follow-up
- Nov'10 – Jan'12 **ExecuJet Aviation**, Zürich / Hong-Kong
Operations Assistant Zürich & Hong Kong and EA to CFO & MD
Global Demonstrator Program Hawker Beechcraft
- Liaison between Zürich and Hong Kong Operations
 - Organizing and buying cabin inventory and uniforms
 - Scheduling of flight crews
 - Supervising duty and rest time limitations
 - Administrative duties & organising meetings
 - Putting together documents, presentations and reports according to corporate identity

- Aug'08 – Oct'10 **Comlux Aviation AG**, Zürich. Switzerland
Crew-/Travel Coordinator /Training Coordinator
- Preparation of crew duty plans for 150 staff
 - Coordinating crew travel worldwide
 - Resource planning / scheduling of flight crews
 - Training co-ordination
 - Coordination of crew accommodation and transportation
 - Supervising duty and rest-time limitations
- July'05 – June'08 **Comlux Aviation AG /Aircraft Consulting Group**, Monaco
Assistant Manager, Private Aviation
- Visiting and acquiring private clients/ investors
 - Organizing trade shows and publicity
 - Administrative duties & Invoicing
 - Organizing meetings, calendar, arranging travel bookings
 - Correspondence English/German/French
 - Charter offers
- 1995 – 2008 **MIDEM**, Cannes, France
- Hosting and looking after German music companies
 - Initial client contact, scheduling meetings, organizing resources to provide a welcoming atmosphere for VIP's and other important clients
- Feb'04 – June'05 **Hotel Westminster**, Roquebrune Cap Martin, France
Management
- Feb'03 – Feb'04 **SES and Grimaldi Forum**, Monaco
Organizing technical side of events / sound engineer (self-employed)
- Jan'03 – Dec'03 **Interfacio**, Internet based
Candidate Development Associate (self-employed)
- Global recruitment service for the entertainment and media technology industry
- Oct'96 – Dec'02 **Freelance Sound Engineer**, London UK
Doing Live Sound for Theater, Tours, Festivals and Corporate Events
- “Chirsty Moore” – UK Gigs (Monitor Engineer)
 - “Bill Wyman &The Rhythm Kings” – UK (Monitor Engineer)
 - “No Angels” Tour – Europe (Monitor Tech)
 - “Bread” Tour – UK (Monitor Tech)
 - “Portishead”Tour – UK (Monitor Tech)
 - “Cliff Richard” – UK (Production Assistant, Audio Tech)
 - “Mike Oldfield” – Horse Guard Parade London (Audio Tech)
 - “Rod Stewart” – London Earls Court (V-Dosc Audio Tech)
 - “Les Miserables” Musical – Palace Theater London
 - “Return to the forbidden Planet” Musical – UK Tour
 - “Kat and the Kings” Musical – Vienna's English Theater
 - “Rock am Ring” Festivals
 - “Spring Harvest” Festivals
 - “Soul Survivor” Festivals
- May'98 – Dec'98 **West LB Bank**, City of London UK
General administrative duties in the accounts department

- April'98 **R.G. Jones Recording Studio**, London UK
 Holiday cover for Studio Manager
- Contact with record companies and producers
 - Booking studio time, general organizing and running of studio
- Jan'88 – Feb'96 **Radio Monte Carlo / Radio Plus / Trans World Radio**, Monaco
 Sound Technician & Producer
- Live broadcasts, engineering
 - Music coordination
 - Jingle production, editing
 - Recording sessions with producers
 - Studio maintenance and repair
 - Translation of news (French-German)
 - Interviews
- Oct'87 – Jan'88 **Waterfall Studio**, Birmingham UK
 Involved in setting up and running 8-track recording studio

Education

- March'96 – Dec'97 **School of Audio Engineering**, London UK
 18 month part-time audio engineering Diploma Course
- 1983-1986 **Gymnasium Balingen** –Abitur (A-Levels)

Languages

German: Mother tongue
 English: Fluent like 2nd Mother tongue
 French: Fluent (spoken, written, understood)
 Italian: Good understanding and speaking

Computer/Technical Skills

Windows & Mac
 Word, Excel, Power Point,
 Internet, e-mail, Photo-Image processing, Pro-tools, Midi, Midas Consoles, V-Dosc

Hobbies

- Playing the flute (obtained Gold Medal in SuperieurII examination at the “Academie de la Musique RainierIII” of Monaco in 1992
- Listening to various types of music and playing various instruments (Flute, Piano, Organ and Guitar)
- Travelling and getting to know other countries, their cultures and the people
- Walking, roller skating, cycling and swimming
- Reading
- Cooking, Dinner Parties & Restaurants

References:

- Gaetano Florio, Production Manager Freelance/Audioent-Clair
g.florio@bluewin.ch : +41 79 435 7560
- Mark Cunningham, Ex-Relations Manager Clair UK
mark@liveculture.co.uk Tel: +44 7713 099088
- John Palliser, Manager Aircraft Consulting Group
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- Kennet Bjerg-Nielsen, Director and Partner Centurion Bulk
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Further references upon request.