



# LEONOR PARENTE

FREELANCE MARKETING & COMMUNICATIONS  
PROJECT COORDINATOR

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Remote freelance availability · Location: Lisbon (UTC+0)

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## SUMMARY

Project Coordinator specialised in marketing and communications delivery. Structured approach to managing briefs, timelines, stakeholders and suppliers, combined with hands-on content and copywriting. Experienced working autonomously in fast-paced B2C and B2B environments.

## SKILLS

Project Coordination · B2C and B2B Marketing · Workflow Management · Supplier and Stakeholder Management · Content Coordination · Copywriting · Social Media

## TOOLS

Basecamp · Notion · Canva · WordPress · Microsoft Office · Google Workspace · Slack  
Familiar with: Trello · Asana · Monday.com · ClickUp

## EXPERIENCE

### **Cultural Affairs (Underdogs, Vhilstudio, Iminente, Eterno, Clay)**

#### **Marketing and Communications Project Coordinator** *(promoted from Assistant)*

Aug 2024 - Dec 2025

- Coordinated B2C and B2B campaigns for international brands, managing workflows, suppliers (photo/video, copy, press) and stakeholders
- Provided visual direction for content, aligning outputs with brand guidelines
- Supported digital execution (newsletters, website updates, content archives)
- Handled invoicing and budget documentation

### **Estrela Parish Council**

#### **Junior Cultural Projects and Events Coordinator**

Jan 2023 - Aug 2024

- Coordinated public-facing cultural projects and events (programming, logistics, scheduling)
- Worked with institutions, suppliers, and partners to align needs and track deliverables
- Handled reporting and documentation to fulfil requests from cultural entities

### **Lisbon Art Weekend**

#### **Social Media and Event Assistant**

Nov 2022 - Jan 2023

- Supported social media content and event operations

## EDUCATION

### **Faculty of Social Sciences and Humanities, NOVA University Lisbon**

#### **Postgraduate Programme in Cultural Communication and Creative Industries**

Sep 2022 - Jun 2023

#### **Bachelor's Degree in Communication Sciences**

Sep 2018 - Jun 2021

## LANGUAGES

Portuguese (native), English (C2 Cambridge Proficiency)