



# VINCENT P. ENCARNACION

CREATIVE DESIGN • EVENT PRODUCTION • HOSPITALITY OPERATIONS

## CONTACT

 Monterey, California

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 linkedin.com/in/  
vpencaernacion

 vpeportfolio.com

## TOP SKILLS

Graphic & Layout Design

Project Management

Event Planning & Production

Vendor Liaison & Coordination

Research & Procurement

General Administration

Relationship Building

## EXPERTISE

Adobe Creative Suite

Microsoft Office Suite

Mailchimp

Airtable – Project Management

Rosterfy – Workforce Management

## LANGUAGES

English (native)

French (conversational)

## EDUCATION

**BACHELOR OF SCIENCE  
SUSTAINABLE HOSPITALITY  
MANAGEMENT**

California State University  
Monterey Bay – Seaside, CA

## PROFESSIONAL EXPERIENCE

**COORDINATOR, WORKFORCE OPERATIONS TECHNOLOGY & COMMUNICATIONS**  
**On Location Events | Hybrid – Paris, France | 2024**

Specialized in fulfilling creative service requests and file organization for the global On Location Workforce Operations functional area to produce print and digital assets, including branded graphics and training deliverables distributed to workforce for the Olympic & Paralympic Games Paris 2024

- Designed training documents, templates, way-finding signage, and communications for various Paris 2024 and Milano Cortina 2026 projects, ensuring brand consistency with each respective Games Organizing Committee's visual identity system
- Developed and detailed key training presentation decks on PowerPoint, collaborating with cross-functional project managers to collate and format content into polished slides while maintaining brand identity across all associated assets
- Strategized and executed the design of 15 monthly and weekly email newsletter campaigns on Mailchimp over a four-month period to an audience of 2,300+ global recipients

**ASSOCIATE, EVENTS & DESIGN**  
**Eucharis Studio | Irvine, CA | 2022 - 2023**

Orchestrated event logistics from inception to execution for a high-end event design firm specializing in large-scale installations for private events, corporate activations, and luxury hospitality

- Produced mood boards, proposals, contracts, presentation decks, floor plans, and mockups for client presentation, in addition to internal communications to strategize and manage in-house production work streams
- Translated design concepts for physical materials and custom installations into mockup renderings to clearly iterate strategy and execution with third-party vendors
- Collaborated closely with graphic designers to produce custom environmental graphics based on mood boards and coordinated directly with printers and fabrication studios for final production and delivery

**COORDINATOR, SPECIAL EVENTS & CATERING**  
**Legends Hospitality – SoFi Stadium & Youtube Theater | Inglewood, CA | 2021 - 2022**

Developed operations and produced creative assets for the Special Events and Catering department during the stadium's opening year of live in-person events including the inaugural NFL season, Super Bowl LVI, Billboard Women In Music Awards, and the 2022 YWCA of Greater Los Angeles Phenomenal Woman Award Celebration

- Designed and coordinated procurement of print and digital collateral for stadium events including catering menus, directional signage, and stationary with high regard to typography principles and adherence to the stadium's visual identity system
- Coordinated client media needs with the stadium A/V department, including communicating screen specifications to clients and collecting final digital media for presentation and display on screens within contracted event spaces
- Managed end-to-end planning and execution of venue operations for in-stadium events through generation and distribution of events materials to all stadium departments