

Sara Lucia Suarez Plata

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EDUCATION

University of Delaware, Newark, USA

June 2019

Bachelor of Arts – International Relations, Diplomacy and World Order | Minor: History

Specialization in Diplomacy, Regionalization in Asia

Dean's List: 2015 Spring, 2016 Spring, 2018 Fall Semester.

EXPERIENCE

Markets Group, Remote

Sep 2022 - Present

Program Manager and Investor Relations - Institutional Investors

- Develop and cultivate relationships with institutional investors across the U.S. and Canada, engaging with private and public pensions, foundations, endowments, and insurance companies.
- Serve as primary liaison for 100+ industry-leading speakers and attendees, ensuring accurate data is reflected in CRM.
- Strategize and curate panels and interviews aligning topics with expert insight, portfolios, and market trends.
- Facilitate high-value networking opportunities by arranging manager-sponsored interactions with speakers and guests.
- Lead introductory meetings and panel preparation calls with C-level executives, and high-level stakeholders.
- Research, write, and edit agendas while supporting marketing content for quarterly conferences.
- Oversee all pre-event communications with attendees, collaborating with marketing, sales, and logistics.
- Manage onsite operations investment events hosting 100+ attendees, including on-stage presentations, event registration, vendor coordination, networking sessions, and logistics.

Capital Analytics, Miami, Florida

Aug 2021 - Sep 2022

Associate Content Manager

- Planned and executed events of +100 attendees fostering networking, collaboration, and discussions on key business trends within covered markets.
- Live-reported and photographed industry leaders enhancing engagement through social media content and published articles.
- Built strategic relationships with companies, government officials, chambers of commerce, and consulates to develop content and expand market reach.
- Conducted in-depth interviews with Fortune 500 CEOs, providing valuable insights into market trends for global investors.
- Researched and analyzed emerging trends in legislation, technology, global affairs, infrastructure, politics, and DEI, producing weekly articles that engaged an audience of 20K+ subscribers.

gFour Marketing, Miami, Florida

Sep 2020 - Aug 2021

Onboarding Specialist

- Managed the end-to-end onboarding process for B2B clients, ensuring seamless integration within strict deadlines.
- Configured online platforms, CRM software, and marketing campaigns, optimizing client operations and engagement.
- Trained teams on social media best practices, enhancing brand visibility and audience engagement.
- Oversaw marketing materials and campaign execution, ensuring alignment with client goals and industry trends.
- Led client meetings and presentations, maintaining consistent communication and providing strategic guidance.
- Developed tailored marketing and engagement strategies, driving social media growth and brand expansion.

International SOS, Trevoze, Pennsylvania

Aug 2019 - Sep 2020

International Operations Coordinator

- Managed global logistics for security and medical cases, assisting Fortune 500 employees and B2B partners in high-risk situations.
- Coordinated operations across 26 Global Assistance Centers, handling an average of 60 cases daily while managing 70+ calls from clients in urgent or high-stress scenarios.
- Conducted in-depth research on cultural practices and geographic conditions, developing tailored strategies for clients in hazardous environments.
- Ensured compliance with company policies, HIPAA/FERPA regulations, and client-specific protocols, maintaining confidentiality and operational integrity.

INTERNSHIPS

Delaware Democratic Party, Newark, Delaware

Mar 2019 - Jun 2019

Campaign Assistant

- Supported Congresswoman Lisa Blunt Rochester's campaign by managing social media, organizing events, and engaging with voters through canvassing and phone banking.
- Maintained donor and supporter databases using NGP-VAN, ensuring accurate campaign outreach.
- Conducted research on opponents and lobbying groups, drafting memos to inform strategy.
- Participated in campaign strategy meetings, contributing to outreach and fundraising initiatives.

SKILLS

- Trend Analysis, Article Writing, Market Research, Content Management, Photography, Event Planning.
- Languages: Spanish (Fluent), English (Fluent), Mandarin (Basic), French (intermediate), German (Basic)