


Mojca Henigman

CONTACT

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 [Mojca Henigman](#)

EDUCATION

MSc in Communication Studies – Marketing Communication

University of Ljubljana / Alpen-Adria-Universität Klagenfurt / 2001 - 2007

A-Levels

Grammar School, Gimnazija Kocevje, Slovenia / 1997 - 2001

SKILLS

- Communication, Coordination and Project management
- Admin and team leading
- Marketing (strategy, copywriting, social media management, advertising)
- Design and marketing tools (Canva, Mailchimp, Hootsuite, FB/Linkedin ads)
- Coaching and Training
- MS-Office suite and Google tools

PROFILE

Certified Coach with a degree in Marketing Communication and a wide range of experience in the Live Events sector, Marketing, Customer Service, Sales, Administration, and Entrepreneurship, seeking a part- or full-time role to hone my personal and professional skills.

PROFESSIONAL EXPERIENCE

Life Coach and Business Coach

Self-employed, Mojca Henigman Coaching, Germany / May 2018 - present

- Providing coaching and marketing services to small businesses
- Coaching individuals and groups on building emotional intelligence, personal and professional productivity, and work-life balance
- Workshops on topics of personal and professional development
- Content marketing, incl. editorial planning, producing original content (written and video), distribution through various channels
- All business related and marketing activities

Freelance Project Manager, part-time

Intelligent Business Platforms, USA / Sep 2022 – Aug 2023

- Managed internal content and communications project for the client
- Managed a team of editors to turn long form audio and video material into concise content pieces, ready for internal and external distribution

Marketing Project Manager, part-time

Embodiment Unlimited, UK / Jan 2022 – Apr 2022

- A project-based consulting role, including planning, executing, monitoring and improving company's digital marketing and sales campaigns
- Managed a team of in-house specialists (e.g. email mktg, data analytics, content team) and external contractors (e.g. website developers, copywriters) to reach marketing and sales goals

Social Media & Marketing Manager, part-time

Association for NLP CIC, UK / May 2021 – Jan 2023

- Managed social media communications in all aspects – strategy, planning and execution (curating content, creating collateral, copywriting and posting)
- Ad-hoc marketing tasks to drive membership and ticket sales, such as promotional campaigns, email newsletter, surveys and giveaways

PERSONAL TRAITS

- Self-starter
- Optimistic
- Organised
- Creative
- Keen and quick learner
- Flexible
- Team player
- Tech savvy
- Caring

LANGUAGES

English

Fluent (native level)

German

Advanced (C1)

French

Intermediate (B2)

Slovenian

Mother tongue

Spanish

Elementary

REFERENCES

Supplied on request.

PROFESSIONAL EXPERIENCE

Assistant Manager (general)

Queen's Theatre, Hornchurch, UK / Sep 2016 – Oct 2019

- Responsible for Front of House operations (excellent customer service, smooth run of performances, dealing with customer feedback/complaints, supervising and maximising sales, managing hospitality staff, financial reporting, head of fire evacuation, looking after visiting productions)
- Staff training — development, delivery, and assessments

Fine Tea Business Owner

Momo Cha Fine Teas, UK / Jan 2011 – Dec 2017

Running strategic and operational sides of the business, incl. import, retail and wholesale operations, daily running as well as strategic direction of the business, marketing, partnerships, product sourcing, etc.

Live Events Coordinator

Halfords Media, London, UK / Apr 2010 – Jun 2014

- Assisting with organisation of live events (managing various parts of operations on-site)
- Admin duties for the Events Team, coordinating external partners (e.g. Logistics, Hotels, Photographers, etc), liaising with internal teams, such as Marketing, Branding, Tech and Finance
- Providing excellent customer service online and in person

QUALIFICATIONS

Professional Performance Coaching Diploma

The Coaching Academy / 2016 - 2019

Master Practitioner of NLP (Neuro-linguistic Programming)

Society for NLP / 2019

mBIT Coach certification

(mBIT International Pty Ltd.) / 2019

NLP Practitioner Diploma (Neuro-linguistic Programming)

The Coaching Academy / 2018

LEISURE and INTERESTS



Health &
Wellbeing



Travel



Languages &
Communication



Nature



Personal
Development