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Vivian Frausto

Information Officer, Events and Operations Coordinator

As the events and operations coordinator, Vivian Frausto provides logistic support to the planning and execution of meetings, conferences, and events, as well as financial invoice and database reconciliation. She conducts research and site selection, negotiates vendor and hotel contracts, and is responsible for all aspects of onsite management.



Ms. Frausto also assists the business operations manager with operational tasks including IT assistance, administrative support, and office resource management.

Before joining NEIW PCC in August 2019, Ms. Frausto worked for Northeastern University's Office of Alumni Relations. Her prior experience includes work in the hospitality industry, event planning, and venue management.

Education:

Bachelor of Arts in International Affairs, Northeastern University