

# ROBERT SMITH

## Program Director/Board Member

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

---

### SUMMARY

Award winning learning professional with over 25 years of industry experience in the development of training solutions that achieve business objectives. Notable strengths include integrity, dependability, project management, instructional strategy, training development, and building customer relationships. These strengths have been developed while working with great people on custom and templated projects for Fortune 500 clients, public organizations and the military.

### CORE COMPETENCIES

Healthcare, Marketing.

### PROFESSIONAL EXPERIENCE

#### Program Director/Board Member

**ABC Corporation - January 2004 – March 2010**

##### Key Deliverables:

- Advocated for mental health consumers and family members.
- Advised the Mental Health Director and the Board of Supervisors.
- Reviewed and approved Mental Health Department performance contracts.
- Evaluated mental health community needs, requests, services and providers.
- Consulted with the Mental Health Director to prepare LMHB meetings, agendas and community events.
- Lead a Board of fifteen members and ran the meetings according to Roberts Rules.
- Responsible for preparing and presenting annual reports.

#### Board Member

**St. Louis Business Travel Association - 2003 – 2004**

##### Key Deliverables:

- The Director of Education identifies topics of current interest and arranges for presentation of educational content for chapter meetings and for periodic Education Days to further the professional knowledge of members
- Responsible for obtaining meeting sites, speakers and/or presentations at all monthly meetings as well as negotiating and monitoring contract agreements
- Maintains budgetary parameters while ensuring quality events to provide a good return on investment
- Responsible for collaborating with Communications and Public Relations to advertise meetings and events and the relay of information to members and contacts
- Responsible for advertising education and scholarship opportunities provided by the GBTA for members to receive their CCTE, GTP and GLP accreditations

# ROBERT SMITH

## Program Director/Board Member

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

---

- Oversees any and all Educational committee members and all Educational offerings including certification education and programs
- Coordinates with the President and Secretary regarding the time and place of the meetings.

### EDUCATION

---

BA in Sociology: Law & Society - 1990(UC Davis - Davis, CA)

