

# Robert Smith

## Chairperson/Representative

### PERSONAL STATEMENT

Professional, highly effective communicator with a history of successfully managing golf club, tournament and event operations. Learns the lay of the land quickly in order to create programs.

### WORK EXPERIENCE

#### **Chairperson/Representative** **ABC Corporation - 2005 - 2010**

##### *Responsibilities:*

- Managed the day-to-day operations at a private facility with members and rounds per year.
- Directed and trained outside operations, course advisors, and starters.
- Oversee merchandise receiving and inventory management and served as the Handicap Chairperson.
- Secured the Comcast account, which resulted in increasing merchandise sales revenue by within one year.
- Assisted with daily operations during a renovation.
- Cultivated new programs, starting with couples and juniors.
- Served as Chair for seven major member tournaments.

#### **Chairperson** **ABC Corporation - 2000 - 2005**

##### *Responsibilities:*

- Part-time position Served as chair for Breast Cancer Coalition, which served to inform women of a tri-county area of the availability of services for the awareness, service, and prevention of breast cancer.
- Served as Senior Logistics Manager and guided coalition in first Breast Cancer Conference.
- Served as spokesperson and performed for radio broadcasts.
- Performed duties to create copy and meet for press interviews to market the purpose of the coalition.
- Guided coalition in first Breast Cancer Coalition Conference.
- Guided to build new coalition and assisted in grant writing.
- Skills Used Organizational Management Supervisory Logistics Research Grant Writing Interpersonal Public Speaking Writing Marketing.

### Education

Bachelor of Science in Managerial Communications and Business Administration - 1997(Eastern Kentucky University - Richmond, KY)

### **CONTACT DETAILS**

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### **SKILLS**

Microsoft office,  
Communication Skills.

### **LANGUAGES**

English (Native)  
French (Professional)  
Spanish (Professional)

### **INTERESTS**

Climbing  
Snowboarding  
Cooking  
Reading

### **REFERENCES**

Reference - 1 (Company Name)  
Reference - 2 (Company Name)