ROBERT SMITH

Conference Planner

info@qwikresume.com | https://Qwikresume.com

Experience and insightful Project Coordinator with exemplary skills in project management, program support, task scheduling, staff training, resource allocation, contract management, risk management, problem-solving, and conflict resolution. Serves as a subject matter expert and resource to project managers and provides expert guidance/direction related to managing links between schedules.

OCTOBER 2005 – SEPTEMBER 2006

CONFERENCE PLANNER - ABC CORPORATION

- Actively delivered outstanding technical, managerial, and administrative support within virtual and physical forums.
- Directed forum planning sessions/meetings and recorded official minutes.
- Established meeting registration rosters and networking lists.
- Interacted with subject matter experts and accommodated all customer requirements.
- Coordinated conference of 300 participants, ensuring event transpired in a well-organized, seamless fashion, and handled emerging issues with absolute professionalism to ensure complete customer satisfaction.
- Ensured an effective online presence through collaborative partnerships with the web team.
- Planned and produced high-level, invite-only conferences delivering tremendous educational value, valuable networking opportunities and exceptional overall experience for C-Suite executives from healthcare organizations throughout the country.

2003 – 2005

CONFERENCE PLANNER - DELTA CORPORATION

- Oversaw the selection of the facility, transportation, special events, food and beverage, and photographer.
- Selected and served as liaison for the keynote speaker.
- Helped with communication plans, session selection, and on-site setup.
- Researched and analyzed child support issues, responded to legislative and public information requests, assisted with legislative analysis and budget .
- Continuing Education; Conferences and Workshops.
- Acted as the lead event planner for multiple events simultaneously and coordinating more than 130 workshops and 30 conferences per year, with each .
- Regis, and JW Marriott Essex House Collaborated with colleagues in the administration of the $2.4 million organizational budget by methodically.

© This **Free Resume Template** is the copyright of Qwikresume.com. **Usage Guidelines**

EDUCATION

Associate Of Science

SKILLS

Microsoft Office, N-CERTS, Internet Applications.