

ROBERT SMITH

Director of Government Affairs

E-mail: info@qwikresumc.com

Phone: (0123)-456-789

SUMMARY

To establish a long-term career in a company where I may utilize my Director of Government Affairs professional skills and knowledge to be an effective Associate Program Manager and inspiration to those around me.

SKILLS

Team Work, Decision Making.

WORK EXPERIENCE

Director of Government Affairs

ABC Corporation - 2014 – 2014

- SOE Software provided services in 38 States at its peak.
- Managed and grew a \$2.5 million annual business pipeline in all 50 States with a portfolio of 30 products.
- Successfully directed the use of HAVA (Help America Vote Act) funds for use of SOE Software solutions in over 300 jurisdictions nationwide Hired and trained two business development specialists Client Development Manager Responsible for all aspects of acquiring and growing new enterprise clients for our services throughout North America.
- Presented and negotiated with high-level decision-makers and gave sales presentations to large groups.
- Successfully managed retention of all assigned clients during recession Designed, implemented and reported on a client satisfaction survey conducted in 2008 Lead Account Manager Directly responsible for the implementation and support of all applications used by the organization, including training, configuration and project planning, as well as the interfaces required to support these systems.
- Developed and rolled out new policies.
- Communicated with agent family with monthly newsletter.

Director of Government Affairs

Delta Corporation - 2012 – 2014

- Registered lobbyist on behalf of association Represented the association to state and federal officials, developing relationships and providing .
- Worked with strategic leaders to initiate a Government Affairs department Appointed by Department of Interior Secretary, Ken Salazar, to a Multi-
- Included overseeing relationships with state and local government officials, civic leaders, and neighborhood groups within San Antonio and Austin .
- Skills Applied Leadership, relationship building, government policy review, compliance determination, public relations, effective written and verbal .

- Directed advocacy and analysis of federal and state legislation , administered a political action committee.
- Increased participation in the political action committee by 35%.
- Created a filing system for Government Relations that included cross-referenced subject files that increased efficiency throughout the company.

SCHOLASTICS

- Master Of Public Administration