

Robert Smith

Director of Philanthropy

CONTACT DETAILS

1737 Marshville Road,
Alabama
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PERSONAL STATEMENT

Seeking a full-time position within the field of communication, specifically organizing, event planning, social media, writing, and more. Customer-focused and strong communicator with the ability to effectively interact with others. Quick learner with management potential.

SKILLS

Event Planning, MS
Office, Strategic
Communications, Project
Management, Budget
Administration, Social
Media Marketing.

WORK EXPERIENCE

Director of Philanthropy

ABC Corporation - September 2001 - February 2004

Responsibilities:

- Provided fraternity brothers volunteer opportunities throughout the community.
- Created the first philanthropy event with all proceeds going to Habitat for Humanity.
- Organized events by coordinating with chairwomen, as well as managing funds, scheduling dates for events, and.
- Gave a weekly report to our chapter representatives detailing the progress of events and any other important details.
- Consulted with clients to develop communications and marketing audits, brand development and awareness, capital campaign planning and strategy, board.
- Built strong relationships with vendors and negotiated prices to order and meet tight budgets for specialized marketing materials used for meetings.
- Planned and organized events focused on professional and leadership development such as team building, project planning, and networking.

LANGUAGES

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

INTERESTS

Climbing
Snowboarding
Cooking
Reading

Director of Philanthropy

Delta Corporation - 2000 - 2001

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- Planned and organized events focused on professional and leadership development such as team building, project planning, and networking.

REFERENCES

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

Education

BS in Marketing and Economics - (Manhattan College - Riverdale, NY)