ROBERT SMITH

Diversity Coordinator

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Obtain a position that allows contributing core competencies resulting in a highly effective organization that positively impacts the overall organization's vision, values, and strategies.

EXPERIENCE

Diversity Coordinator
ABC Corporation - JUNE 2005 – SEPTEMBER 2006

- Utilized online sources to locate strong Store Manager Candidates for store management.
- Coordinated and reported all diversity statistics for all stores.
- Prepared and tracked all diversity training materials for stores.
- Developed relationships with college career centers, community groups, and chambers of commerce to locate qualified candidates for all positions.
- Helped plan and set up materials and visuals for career fairs.
- Maintained and tracked all expenses in the department for monthly budgets for management.
- Monitored all retail competitors advertising & retail websites to compare diversity within our company.

Diversity Coordinator
Delta Corporation - 2002 – 2005

- Managed the Multicultural Center on campus.
- Coordinated events and programs to support the diverse cultures of the Pacific community.
- Created a liaison position which provided an avenue for the ideas and needs of student staff members to be heard during management meetings.
- Assisted the Director of Multicultural Affairs with feedback on budget allocations.
- Created and promoted events encouraging diversity Conducted an extensive diversity study for educators and developed new strategy suggestions .
- Was in charge of leading and motivating a team of ten college mentors, and fifty high school students that met up every week in lower economic .
- Organized weekly agendas, emails to all students and faculty, created a social media presence and website to create awareness for are team, worked on .

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EDUCATION

- Bachelor of Science in Public Relations & Marketing - (Johnson C. Smith University - Charlotte, NC)

SKILLS

Excellent Communication.