

# ROBERT SMITH

## Education Program Coordinator

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

### SUMMARY

Motivated project coordinator, with success in managing logistics for departments, large-scale projects, meetings, and events, a professional assistant with over 15 years of experience in supporting executive management.

### CORE COMPETENCIES

Management, Organization, Communication, Detail Oriented, Event Planning, Negotiations.

### PROFESSIONAL EXPERIENCE

#### Education Program Coordinator

**ABC Corporation - 2015 – 2016**

##### Key Deliverables:

- Implement/coordinate tradeshow, conventions, seminars, and symposiums.
- Including booth design, graphics production, photo sessions, setup/dismantle, shipping, product displays, materials publications, video monitoring sessions, etc.
- Implement/coordinate CME/CNE accredited and non-accredited programs, implant workshops, national training symposiums, and physician training as needed.
- Site inspections, hotel contract negotiations.
- Faculty arrangements, i.e., lecture topics/scheduling, honorariums, stipends, travel arrangements, and social activities.
- Maintenance of CEUs.
- Development/maintenance of faculty tracking system, rooming lists, program cost analysis, and detailed timelines.

#### Education Program Coordinator

**Delta Corporation - 2014 – 2015**

##### Key Deliverables:

- Restore Stockton Overseeing the distribution of a large quantity of surplus computers to low-income families by preparing them with software, managed .
- Projects/Skills.
- Manage all contracted domestic and international course sites Handle all logistics before, during and after courses Support students and faculty .
- Responsible for education program design, implementation and case management Responsible for program yearly budget projections and monitoring .
- Implemented the Early Childhood Education Program Developed Early Education Program policies and program handbook Responsible for education program .
- Analyzed qualitative and quantitative data to trend student educational needs, advocated, and obtained resources for 30+ private high school and .
- Designed outpatient department scholarship program to close the needs gap for former residents of the Home.

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### EDUCATION

- MA In Leadership, Policy, Politics - 2010(Columbia University - New York, NY)