ROBERT SMITH

Event Coordinator Assistant/

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SUMMARY

To obtain a challenging position utilizing my purchasing, shipping/receiving, material control ability and extensive people oriented skills.

SKILLS

Microsoft Office, Adobe, Marketing, Market Research, Event Planning, Focus Groups, Evaluations, Sales, Public Relations, Organizational Skills, Media Relations, Written Communication, Graphic Design, Social Media Marketing, Social Networking, Customer Service.

WORK EXPERIENCE

Event Coordinator Assistant/

ABC Corporation - January 2014 – March 2014

- Responsible for the design and development of the organizations annual event.
- Quickly produced, edited and distributed media writings such as press releases, media advisories, and fact sheets.
- Integrated strategy into communication pieces to target appropriate audiences and media, and to effectively advocate the organizations cause.
- Performed excellent presentation skills to the client and other colleagues.
- Established client relations, and became familiar with the non-profit work environment.
- Developed of the campaign was a complete success.
- Helped students network with business (locally and nationally).

Event Coordinator Assistant

ABC Corporation - 2009 – 2014

- Responsible for coordinating craft vendors for the events held at snowshoe.
- This included creating contracts for performers and other sources of entertainment.
- Once contracts were signed the process of advertising began, hanging of signs in the surrounding area of snowshoe.
- Once performers were on site assisted them with loading and unloading equipment.
- Also was responsible for paying and assisting with any other requirements that the performers required.
- Reason for leaving is this was a seasonal position and the job ended for the season and I was offered my current position..
- This is Dummy Description data, Replace with job description relevant to your current role.

SCHOLASTICS

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- Bachelor of Science in Journalism - September 2011(West Virginia University)

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