

# ROBERT SMITH

## Event Organizer

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As a Event Organizer, responsible for Planning, coordinating and executing events, Oversaw the planning and execution of logistics and operations for private meetings, conferences, road/trade shows and special events.

## EXPERIENCE

### Event Organizer

#### ABC Corporation - 2012 - 2014

- Supervised production of events, Worked with event sponsors and internal/external teams on all aspects of planning the event.
- Managed all sort of the event operations, facility selection, contracting, pricing, transportation, accommodations, food and beverage selections and audio/visual service arrangements.
- Negotiated and managed contracts with sub-contractors and vendors.
- Responsible for booking studio time for various recording artist.
- Organized street promotional team for company/supervised street team Handled all profits from events, and maintained payroll.
- Recruited members to the group via hosted networking events.
- Developed interpersonal and communication skills, and memorized peoples name in the first meeting.

### Event Organizer

#### ABC Corporation - 2008 - 2012

- Organized international destination trips for small groups (7 to 8 people) on a quarterly basis.
- Created and maintained social media pages for the organization.
- Coordinated participants for martial arts tournaments ranging from 80-550 fighters Developed Python applications to better manage tournament .
- Master of Ceremonies for conferences and business expositions.
- Organized and communicated daily itineraries to vendors and attendees.
- Integral part of marketing and advertising of future conferences for the center.
- Meeting scheduler Night life party promotions planner for various entertainment groups Served as the brand ambassador for company.

## EDUCATION

- Bachelor's - (Fort Valley State University - Fort Valley, GA)



## SKILLS

Digital Painting, Photoshop.