

# ROBERT SMITH

## Event Producer

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To obtain an Event Producer position in a prominent company where can utilize my organizational, event planning & marketing skills in a creative & challenging environment.

## EXPERIENCE

### Event Producer

#### ABC Corporation - JUNE 2000 - NOVEMBER 2004

- Conducted bids for vendors services including but not limited to catering, event location, and printing.
- Prepared mailing lists and guest list.
- Solicited vendors for raffle prizes and gift bags.
- Arranged large politician participation at the event and received congratulatory letters for the journal.
- Designed event invitations, journal ads, save the date postcards and more.
- Acted as a point person to manage logistics & budgets between client & internal operations team.
- Oversaw all planning, set up and execution of events.

### Event Producer

#### Delta Corporation - 2003 - 2009

- Presented Design and implementation of events vendor negotiation including hotels, meeting space, audiovisual, and transportation Timeline development.
- Implemented the Celebrity Bachelor Auction; one of the most vibrant fundraising themes to date.
- Provided Thanksgiving dinners to 3,000 plus families through the School District.
- Produced multiple, large fundraising galas, as well as toy drives with Childrens Hospital, youth incentive camps.
- Led a team of 10 employees, plus volunteers, including training personnel.
- Trained new presenters on the presenter platform.
- Conducted live day support with each presenter as needed.

## EDUCATION

- BA in Graphic Design - (College of Visual Arts)

## **SKILLS**

Event Planning, Marketing Communications, Management Skills.