Robert Smith

Meeting Coordinator

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SUMMARY

Collect, analyze and generate reports as they relate to conference evaluation statistics, utilizing MS PowerPoint and Excel, which are then integrated into HHS Federal Internal Management Team meetings. Contract completion with vendors for support services, including audiovisual equipment, office equipment, transcription services, printing, signage, supplies, etc.

SKILLS

Ms Word, Excellent Communication, Organizational, Excel, Meeting Planning, Hotel Negotiating.

WORK EXPERIENCE

Meeting Coordinator

PROFESSIONAL AND SCIENTIFIC ASSOCIATES - July 2010 – 2020

- Collects, analyzes and generates reports as they relate to conference evaluation statistics, utilizing MS PowerPoint and Excel, which are then integrated into HHS Federal Internal Management Team meetings.
- Contracts with vendors for support services, including audiovisual equipment, office equipment, transcription services, printing, signage, supplies, etc.
- Exercises discretion in negotiating price and terms of service, and authorize and approve work services and invoices.
- Negotiates and contracts for lodging accommodations, function space, and related requirements.
- Performs liaison work between the client and the hotel prior to, during and after each event.
- Provides support for 45 international task orders under the CDCI and Department of State contracts, involving complex travel, wire transfers, reimbursements, and on-site currency disbursement.
- Promotes meeting success, created and handled 100% of conference materials and invitation mailings; designed conference brochures.

Meeting Coordinator

Delta Corporation - 2007 – 2010

- Promotion from assistant to coordinator in under a year Coordinate speaker bureau programs within the business rules and budgets of our clients Act .
- Collaborated with team members to proactively plan and consolidate meetings for Daiichi Sankyo, Takeda Pharmaceuticals and Allergan.
- Analyzed all pre and post meeting documentation to guarantee meetings met T&E standards -Consulted with separate venues and caterers to ensure all .
- Targeting Restaurant owners to set appointments for sales representatives Sales experience in advertising Responsibilities include outgoing phone .
- Maintaining good relationships to work with sales representatives Customer Service Representative Assist customers in navigating the website Place .
- Assisted with meeting and event management through a variety of pre and onsite event functions.
- Promoted meeting success, created and handled 100% of conference materials and invitation mailings; designed conference brochures, prepared and .

EDUCATION

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B.A. in Sociology - (Florida State University - Tallahassee, FL)

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