Robert Smith

Meeting Manager

CONTACT DETAILS

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PERSONAL STATEMENT

A creative problem solver, with a results-oriented entrepreneur spirit, ready for new opportunities. As an accomplished business owner with the ability to attract, maintain and market to a diverse client pool, I specialize in developing and nurturing a loyal customer base. With years of extensive Meetings & Hospitality Industry knowledge and experience, I have led and mentored meeting and event planners of all ages and profiles.

WORK EXPERIENCE

Meeting Manager

ABC Corporation - 2012 – 2012

Responsibilities:

- Managed and executed 11 annual conferences each with a tradeshow component hosting 10 - 75 sponsors.
- P&L accountability up to $550K.
- Achieved 100% accuracy in meeting budgetary targets.
- Partnered cross functionally with Marketing, Sales, Programming, and Customer Service.
- Headed request for proposal (RFP) process and negotiated over 200 venue and vendor contracts.
- Devised qualitative and quantitative benchmarks by analyzing post-event budgets, reports and surveys.
- Fulfilled sponsorship contractual obligations through brand positioning and premiums conception.

Meeting Manager

Delta Corporation - 2008 – 2012

Responsibilities:

- Responsible for all Ancillary Meetings in conjunction with Medical Congresses from inception to final reconciliation.
- Meeting types included Global Advisory Boards, Closed Research Updates, Webcasts, Congress Symposia, Corporate Suites and Investigator Meetings .
- Meet with sponsors and organizing committees to plan scope and format of events, to establish and monitor budgets, or to review administrative .
- Consult with customers to determine objectives and requirements for events such as meetings, conferences, and conventions.
- Review event bills for accuracy, and approve payment.
- Evaluate and select providers of services according to customer requirements.
- Responsible for the strategic planning and on-site coordination of United States and Canadian conferences, meetings, and webinars ranging in size .

SKILLS

PC & MAC
Photoshop Dreamweaver
Salesforce StarCite
Eventbrite Cvent Gmail
Google Doc.

LANGUAGES

English (Native)
French (Professional)
Spanish (Professional)

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference – 1 (Company Name)
Reference – 2 (Company Name)

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Education

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