ROBERT SMITH

Meeting Planner II

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

SUMMARY

Dedicated, motivated, and goal-oriented individual with over 25 years' experience - to include 13 years' in meetings and events, over 12 years as an executive/administrative assistant & office management.

CORE COMPETENCIES

Microsoft Office Suite, Adobe Reader, Tableau Data Visualization Software.

PROFESSIONAL EXPERIENCE

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ABC Corporation - 2011 – 2013

Key Deliverables:

- Responsible for planning and executing events annually according to industry and organizational guidelines and standards.
- Increased attendance at the Middle States Fall Counselor Workshop series in one year while providing cost savings.
- Created and managed the regional professional development budget and provided monthly reporting on accruals, deferrals, and re-forecasts.
- Proposed and implemented new regional marketing tools and strategies to promote events to increase both workshop and meeting attendance.
- Provided direction and leadership to Meeting Associate and Regional Associates in regards to professional development, budgeting.
- Managed the requisition process, including ensuring compliance and secure documentation as per procurement operations policies.
- Created new data reporting materials to track historical trends in national professional development.

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ABC Corporation - 2007 – 2011

Key Deliverables:

- Worked as an independent contractor located in Wylie Texas.
- Communicated with client (EFSBS) to determine specific event/conference requirements.
- Worked closely with vice presidents and senior managers to ensure absolute satisfactory delivery of all programs.
- Coordinated with meeting venues to ensure accurate scheduling and arrangement of lodging for staff and speakers.
- Verified meeting room spaces along with AV requirements in preparation for programs and events.

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- Developed catering menus while adhering to established catering budget utilizing Excel spreadsheets.
- Created website banners and graphics utilizing media layout and design software and created all details necessary to successfully launch online registration process including conference website, invitations and fees for members via Cvent..

EDUCATION

B.A. in History - 2002(York College of Pennsylvania - York, PA)

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