

# ROBERT SMITH

## Membership Coordinator II

[info@qwikresume.com](mailto:info@qwikresume.com) | <https://Qwikresume.com>

Excellent time management and organization abilities; adept at prioritizing tasks and meeting deadlines, Superb verbal and written communication skills; articulate presenter and Adaptable student skilled in thriving in fast-paced, demanding environments and Committed to gaining the experience and education needed to accomplish professional goals.

### **JULY 2016 - AUGUST 2016**

#### **MEMBERSHIP COORDINATOR II - ABC CORPORATION**

- Served as first point of contact for incoming membership inquiries.
- Responded to member inquiries via phone or email, including registering participants for conference calls and webinars; provided website access assistance; disseminating information and providing quality customer care.
- Compile and send weekly and monthly member newsletters.
- Carefully proofread membership communications, website postings, etc.
- Conduct research on prospective member companies using LinkedIn, Salesforce, other online resources, and make phone calls to obtain relevant contact information.
- Assist in meeting preparation and logistics.
- Prepare in-house conference rooms for webinars and meetings with members and outside guests.

### **2014 - 2016**

#### **MEMBERSHIP COORDINATOR - ABC CORPORATION**

- Duties, Accomplishments and Related Skills -Increased and maintained business memberships from the community.
- Coordinated and facilitated various Chamber events while keeping a professional relationship with businesses in the community.
- Collaborated with local organizations, community leaders, and volunteer groups on local activities and programs.
- Established and maintained relationships with media outlets and public affairs offices to foster further enrolments in the chamber.
- Assisted in the Chambers daily operations of establishing and maintaining relationships with businesses, elected officials, current and potential members for the chamber.
- Responsible for general office responsibilities including city, county and state statistics, use of general office equipment and provided customer service to all incoming calls and visitors.
- Supervisor Amy Looten (217-222-7980) Okay to contact this Supervisor Yes.

## **EDUCATION**

Bachelors in Psychology Minor in Child Development and Family Relations -  
2011(North Carolina Central University - Durham, NC)

## **SKILLS**

Inventory Management, Proficient In Microsoft Applications.