

ROBERT SMITH

Marketing And Program Specialist

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

SUMMARY

Business development manager with experience in substance abuse and dual diagnosis. Successful track record of establishing strong relationships with physicians, facilities and professionals to drive referrals and maintain high satisfaction. Highly motivated and focused on exceeding goals.

CORE COMPETENCIES

Community Outreach, Program Promotion, Public Speaking, Diversity Inclusion, Teaching/training, Excellent Written And Oral Communication , Collaborative, Creative

PROFESSIONAL EXPERIENCE

Marketing And Program Specialist

ABC Corporation - September 2009 – March 2013

Key Deliverables:

- Planned and conducted several education and outreach events, programs and initiatives that promote the mission and goals of the disadvantaged business enterprise/ historically underutilized business / small business enterprise, program.
- Researched and analyzed market information to promote, develop and assist small and minority businesses with contracting opportunities.
- Processed invoices monthly and maintained procurement records for budget, reporting and auditing purposes.
- Created marketing materials and industry reports to provide information on the txdots programs.
- Created, developed and made presentations at several forums and conferences.
- Worked with program leads/supervisors to mediate resolutions to contract disputes and/or other issues pertaining to the dbe/hub/sbe program.
- Analyzes, selects and organizes information to present internally or externally considering organization policy; style requirements of the medium; and the level of knowledge and expected reaction of the intended audience.

Administrative Assistant

ABC Corporation - July 2002 – September 2009

Key Deliverables:

- Administered program activities for the departments dbe/hub/sbe program.
- Assisted with the planning and the coordination of various tasks for the departments supportive services.
- Outreach efforts to include communicating both complex and confidential information both verbally and in writing.

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- Communicated with vendors both inside and outside of our department to ensure any changes were understood.
- Convey this information to investigators on a regular basis and assists with needed adjustments to procedures as needed.
- Maintain a system of communication for different organizational purposes.
- Partnering with parents with a shared desire to provide the best care and education for their children.

EDUCATION

BS in Management, And Negotiation Strategies - (Park University) Bachelors Of Arts in Psychology - January 2009 (Chicago State University - Chicago, IL)

