

Robert Smith

Senior Program Coordinator II

PERSONAL STATEMENT

Senior Program Coordinator will manage center projects, including research projects and significant operational projects, with key responsibilities.

WORK EXPERIENCE

Senior Program Coordinator II **ABC Corporation - April 2010 - July 2013**

Responsibilities:

- Managed large cross-functional team in the implementation of a national conference including budget, staff management, meeting facilitation, external communications, and sponsorships resulting in new cross-state collaborations and national policy influence.
- Managed global logistics and operational planning to support filming and post-production.
- Participated in executive level annual strategic planning to develop short- and long-term organizational goals (SWOT, benchmarking, press management, financial portfolio management) Financial Management -
- Led quarterly financial reporting on \$1.5M portfolio including auditing expenditures ensuring 100% compliance with contract requirements.
- Led quarterly financial reporting on grants/contracts from state, federal, and private funding sources.
- Approved all expenditures on project accounts successfully ensuring 100% compliance with terms.
- Audited project accounts to determine spend rate and adjust expenditure planning as needed.

Senior Program Coordinator **Delta Corporation - 2009 - 2010**

Responsibilities:

- Developed and implemented holistic programming for senior citizens, with the mission of meeting clients social, cultural, educational, and physical .
- Continually evaluated program for effectiveness, regularly improving program offerings.
- Coordinated with other senior centers to expand offerings and collaborated with team members to enhance senior and community services.
- Utilized community resources to bring in speakers on health issues and to raise funds for center.
- Manage senior services, including recreation and senior food pantry
Manage food pantry services for underserved communities
Communicate extensively .
- Manage all aspects of a design/build signage implementation project.
- Including but not limited to purchase agreements, vendor management (product and services), in house management and installation management.

CONTACT DETAILS

1737 Marshville Road,
Alabama
(123)-456-7899
info@qwikresume.com
www.qwikresume.com

SKILLS

MS Office, Management.

LANGUAGES

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

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference - 1 (Company Name)
Reference - 2 (Company Name)

Education

Masters of Business Administration in Finance, Entrepreneurship with honor - 2013(The University of Texas at Dallas - Dallas, TX)