

# Robert Smith

## Senior Program Coordinator

Phone (123) 456 78 99

Email: [info@qwikresume.com](mailto:info@qwikresume.com)

Website : [www.qwikresume.com](http://www.qwikresume.com)

LinkedIn: [linkedin.com/qwikresume](https://www.linkedin.com/qwikresume)

Address: 1737 Marshville Road, Alabama

### SUMMARY

Seeking a Senior Program Coordinator position with an exciting and stable organization to utilize skills and expertise to contribute to the success of operational goals.

### SKILLS

Management, Organizing.

### WORK EXPERIENCE

#### Senior Program Coordinator

ABC Corporation - 2008 - 2014

- Assists Office of Global and Community Health Initiatives (OGACHI) Associate Dean in planning and arranging agendas, researching, interpreting and executing international guidelines and regulations, and promoting major projects in emergent regions of the world.
- Develops, plans, coordinates, and implements the complex dimensions of the Annual Global Health Lecture and other special program initiatives locally and abroad such as seminars, conferences, workshops, short courses, public events, agendas for international visitors and other related programs; develops budget plans for special events; processes continuing education unit applications; provides technical support for the analysis of survey data and summarize findings into graphic and narrative reports; act as primary liaison with facilities management and communications to carry-out special event initiatives.
- Independently generates complex and detailed correspondence, presentations and reports based on domestic and international initiatives (including design of global health services brochure, copyright materials/graphic design, academic posters and advertising materials).
- Successful research, planning and implementation of five-week agenda to meet the learning objectives for visiting students from Wuhan University in China (cultural immersion experience); served as escort to site visits including overnight east and west regional tours of the state of North Carolina; successful planning of agendas for visiting dignitaries; served as liaison between faculty, staff and international students.
- Assists in the development and packaging of grant proposals and applications including budget planning; manages grant budget and serves as chief inter-phase between OGACHI, Office of Research Affairs and Finance Department; monitors expenditures and compliance with University and grantor policies; assist in preparation of end of funding summary reports to funding agency.
- Assists in the development, monitoring, and updating of the strategic plan for OGACHI, and develops, implements, and controls mechanisms to ensure adherence to the plans scope and timetable; prepares administrative reports as requested by the Associate Dean.
- Interprets office policies and procedures, making decisions on specific operating problems and issuing instructions in the name of the office.

#### Senior Program Coordinator

Delta Corporation - 2011 - 2012

- Phoned and scheduled daily services for customers Greeted each customer as they entered and made them comfortable for their service Answered phone .
- Worked closely with the program director and assist in the development, implementation, monitoring and evaluation of all HIV prevention intervention .
- Help develop protocols, policy and procedures for programs Strengthened the African immigrants community response to the HIV, TB epidemic, in .

- Worked with Pharmaceutical Managers & Representatives to execute all logistics for promotional dinner programs, trainings sessions and larger .
- and on-site staffing when needed.
- Administered internet-based Engineering Project Management and time booking tool for North America Reported project and resource data and financials .
- Analyzed and reported Engineering budget data and provided advanced Excel support.

## EDUCATION

Masters in Divinity - (Shaw University Divinity School - Raleigh, NC)