

ROBERT SMITH

Special Programs Coordinator

info@qwikresume.com | [LinkedIn Profile](#) | [Qwikresume.com](#)

Bilingual Special Programs Coordinator specializing in Hispanic Markets and Media Industry. Functioning as the public face of an organization working with numerous Community and Business interest groups. Strong background in Event Planning and Execution, Management Trainings, Tradeshow Set-Up and Engagement, Marketing Management and Implementation of Promotions & Special Packages.

EXPERIENCE

Special Programs Coordinator

ABC Corporation - AUGUST 2014 - DECEMBER 2014

- inventions to drive regional innovation and create local start-ups.
- SPECIAL PROGRAMS COORDINATOR 08/2014 - 12/2014 MEDICAL CENTER OF THE AMERICAS FOUNDATION El Paso, Texas Oversaw the development and planning of a laser welding program for medical devices at Jefferson High School.
- Responsible for fundraising activities for a regional biomedical research symposium.
- Coordinated public relations and marketing activities to bring attention to special programs.
- Monitored programs for effectiveness developed evaluation criteria, monitored success factors and problems, implemented surveys and questionnaires.
- Identified grant and philanthropic opportunities related to special programs.
- Responsible for grant writing and reporting for all programs.

Special Programs Coordinator

Delta Corporation - 2012 - 2014

- Scheduling orders for home delivery of medications to patients with special needs - Working directly with pharmacists to fill prescriptions -
- Developed hands-on curriculum to be executed by playground staff during after-school Program hours Managed activity tracking reports for elementary .
- As Special Programs Coordinator, I supervised a staff of over sixty nursing assistants.
- Conducted annual evaluations on all staff and maintained personnel records which included verifying certification compliance as well as background .
- Implemented an employee incentive program that brought employee morale up by a huge percentage.
- Interviewed and hired Nursing Assistants and Personal Care Aids Performed chart audits and patient care analysis Processed patient

referrals, drafted .

- Managed the day-to-day program responsibilities of nine administering staff Analyzed daily, monthly, and annual productivity and performance of staff .

EDUCATION

- Bachelor Of Science

SKILLS

Safety, Emergency Management, Program Management, MS Office, Customer Service, Interpersonal Communication, Training & Development.