

ROBERT SMITH

Conference Manager I

info@qwikresume.com | <https://Qwikresume.com>

Creative and energetic events manager with a background in administration, communications, logistics and meetings and conference management for Federal Government, military clients, and private and retail organizations. Planned and managed over 100 events with budgets up to \$1 million. KNOWLEDGE, SKILLS AND ABILITIES: Excellent communication skills for effective customer or client contact, proposals, correspondence, internal communication and public speaking.

2008 - 2014

CONFERENCE MANAGER I - ABC CORPORATION

- Conducted logistics activities the under a contract with the Department of Health and Human Services (HHS), Administration for Children and Families (ACF) Office of Child Care (OCC) and the Tobacco Control Research Branch, National Cancer Institute.
- Prepared budget estimates based on planned meetings and events and monitored regional budgets for clients to ensure that they stayed within their regional allocation.
- Negotiated prices and fees with vendors and hotels to ensure the agency saved money and stayed within allotted budget.
- Arranged hotel and travel logistics domestically and internationally.
- Created and prepared premeeting materials to create event branding and cohesiveness.
- Included developing registration forms, agendas, speaker and attendee lists, session and workshop signs, name badges, tent cards, conference brochures, and evaluation forms; contacting speakers and meeting participants; and reconciling travel reimbursements.
- Represented OCC at various conferences/trade shows discussing the agencies new initiatives and introducing people to the agency who were unfamiliar with it.

2010 - 2011

CONFERENCE MANAGER - DELTA CORPORATION

- Recruited, interviewed, supervised, trained, and evaluated 25 summer conference staff members Managed daily needs of visiting conference groups.
- Managing and coordinating staff for national conferences to ensure seminars run smoothly and according to schedule Operations for both ECA as well as.
- Department of Residence Intern, Small/Large Group Coordinator, Housing Coordinator Managed dining and housing services for a wide variety of.
- MD Managed, supervised support staff and coordinated conferences, symposiums, and meetings for the National Institutes of Health, ranging in size

from.

- Managed the Centers global business ethics conference with worldwide participants.
- Developed a process for website registration and database creation.
- Facilitator of cross-functional collaboration with the ability to communicate project requirements, plan resources, manages the budget, achieve.

EDUCATION

BA in International Business - 2013(SOUTHERN NEW HAMPSHIRE UNIVERSITY)

SKILLS

Conference Management, Event Coordination, Event Management, Event Planning, Adobe.