

ROBERT SMITH

Editorial Board Member

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SUMMARY

Self-directed, detail-oriented professional with 8 years' experience in combining customer service and event coordination. Equipped with an affinity for the DIY, knowledge of style trends in event production and a background rich in nonprofit work, budget management has become a praise factor among clients. As a clear communicator with strong organizational, time management, and creative problem resolution skills, I effectively manage priority assignments and special projects as a team contributor and with full autonomy.

SKILLS

Commission on Peace Officer Standards and Training:.

WORK EXPERIENCE

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ABC Corporation - 2007 – 2008

- Academic support and Mentoring program implemented for two consecutive school years.
- Planned annual student recognition banquet and secured the donor assistance of several area businesses.
- Held role as Parent Relation Liaison for school matters.
- Created quarterly newsletters and marketing materials for distribution.
- Co-wrote grant for United Way that earned the program over Created Twitter handle used to target audience for volunteer opportunities.
- Approved new policies, sought new grant opportunities and recorded meeting notes TECHNICAL Microsoft Word Microsoft Power Point Microsoft Excel Adobe Illustrator Social Media Mac & PC Systems Erin Vincent Executive Director Ladies P.A.S.S.
- Attended the three-week session with administrators and superintendents from around the world.

Board Member

Recommendation - 2005 – 2007

- Daughters of Eve is a non-profit group dedicated to creating a healthy atmosphere of education and fun for young Muslim women and girls
- "Enthusiastic problem solver is the As a board member of DOE I help plan, implement, execute and manage all phrase that comes to mind when I of our events and activities.Planning includes finding and reserving space, think about Abeer
- Ive had the Audio/Video equipment, food and beverage selection, event scheduling pleasure of knowing Abeer for 6 speaker selection and selecting and planning games
- Event management includes decorating venue, managing schedule and leading activities and months, during which I was her games
- I also manage the website and admin site for DOE
- Project Manager at Vacasa

- Above all, I was impressed with Abeers ability to make every task that was

SCHOLASTICS

- BACHELOR OF ARTS in Communication - 2009(University of Missouri)