

ROBERT SMITH

Conference Manager III

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

SUMMARY

To obtain a challenging position that will utilize my successful experience as a meeting planner, while also contributing to my growth as an association/organization executive.

CORE COMPETENCIES

Supervision, Event Management, Conflict Management.

PROFESSIONAL EXPERIENCE

Conference Manager III

ABC Corporation - June 1994 – May 1998

Key Deliverables:

- Managed planning and logistics for all medical meetings and conferences associated with ARHP-sponsored continuing medical education activities.
- Coordinated with ARHP medical director, educational program chair, and appropriate staff on program development.
- Supervised on-site operations of all ARHP-sponsored continuing medical education meetings and conferences.
- Coordinated conference logistics with hotel sales manager, catering manager and A/V director.
- Served as primary liaison for jointly sponsored and co-sponsored meetings and conferences with other organizations.
- Coordinated conference-related fund raising efforts with ARHP president and fund raising team.
- Managed conference-related exhibit programs.

Conference Manager

Delta Corporation - 1989 – 1994

Key Deliverables:

- Managed conference packages by making financial decisions for events attended by doctors and nurses to ensure acceptance by the Executive Champion of .
- Assisted with developments of internal database making it adaptable for Veteran employees registering for conferences.
- Heavy data entry of events into the EMAP and VACR internal database.
- Participated in teleconference calls to discuss weekly updates.
- Help manage and provide excellent support to CHAs Help CHAs during check-ins/check-outs Listen to and working to resolve CHAs concerns Plan schedules .
- Responsible for the coordination of \$1.5 million dollars worth of group business booked at the resorts conference facility.
- Position involved the distribution of meeting agendas, function sheets, billing instructions for meeting planners.

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EDUCATION

- Bachelor of Arts in Theater - (Gettysburg College - Gettysburg, PA)