

Robert Smith

Conference Manager/Assistant

PERSONAL STATEMENT

To obtain a full time mechanical engineering job after December 2016.

WORK EXPERIENCE

Conference Manager/Assistant **ABC Corporation - June 2009 - September 2009**

Responsibilities:

- Provided active leadership, support, and quality customer service for all visiting clients.
- Supervised, scheduled, and delegated tasks to conference assistant and hospitality crew.
- Checked in/out conference groups, at all hours, on call at times 24 hours, maintained helpful desk hours to assist in any questions/needs of different groups.
- Maintained active communication with clients, employees, and conference operations manager.
- Handled any staff, maintenance, or conference issues positively.
- Attended weekly staff meetings, scribing minutes, and sending weekly progress reports to operations manager.
- Selected Accomplishments Created a social media community for each conference and the society on Twitter, LinkedIn, and Facebook with over 3,000 followers.

Conference Manager **Delta Corporation - 2005 - 2009**

Responsibilities:

- Set up conference webcasting, customer service, technical support, signing new contracts, assist with webcasting recording and editing, filing, phones.
- Trained 10 employees to supervise large conferences (average 300 people) to handle conflicts, to use proper phone etiquette, and to perform .
- Initiated and integrated new effective strategies to file conference records, which enhanced accuracy of billing statements.
- Directed workflow by delegating tasks to other employees for completion of tasks.
- Ames, Iowa Department of Residence Self-sufficiently coordinated 3 conferences that generated revenue over [] Interviewed, trained, and supervised 21 .
- Supervised registration of attendees for IBMs business executive conference in San Diego Managed department for IBM event in Puerto Rico and .
- Planned retreats, off site meetings, and company luncheons for small groups of 10-40, negotiated contracts and planned menus, and performed as office .

CONTACT DETAILS

1737 Marshville Road,
Alabama
(123)-456-7899
info@qwikresume.com
www.qwikresume.com

SKILLS

Community
Relations/Community
Outreach.

LANGUAGES

English (Native)
French (Professional)
Spanish (Professional)

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference - 1 (Company Name)
Reference - 2 (Company Name)

Education

B.S. - (Oregon State University)