

Robert Smith

Conference Manager II

PERSONAL STATEMENT

Analytical, detail-oriented human resources and administrative professional with over two years of experience in maintenance of personnel documentation, training and onboarding, benefits administration, payroll processing, and recruitment seeks a new opportunity as a Human Resources Generalist.

WORK EXPERIENCE

Conference Manager II

ABC Corporation - April 2003 - October 2007

Responsibilities:

- Co-ordinated logistics for over 60+ meetings at 4 conferences (seminars for all HSMAIs Affordable Meetings conferences -3 conferences per year, and International Hotel/Motel Restaurant Show-annual).
- Responsibilities speaker management, maintain speaker database via Access, editing show materials (i.e.
- Responsible for managing logistics of event.
- Researched potential venues, off site meeting locations and vendors for show related events such as Opening Night Party and off site sales meetings.
- Created budgets for events.
- Worked with production department and outside vendors in producing attendee brochure, show directory and meeting Handbooks.
- Updated meeting information on web site to ensure that seminar information is accurate.

Conference Manager

Delta Corporation - 1999 - 2003

Responsibilities:

- Hosted over 3000 campers and over 20 conferences during summer.
- Assisted and supervised Conference Assistants.
- Presented a customer service friendly desk at residence halls.
- A senior member of the opening team of this luxury catering and executive conference center positioned at the top of the market Managed 70,000 square.
- Responsible for the management and logistical coordination of Local, Regional, International, and National audience medical education conferences.
- Trained 15 new summer assistants - Managed summer assistants through 6 residence halls - Created a balanced schedule to maintain consistency within 6.
- Provide administrative, supervisory, managerial and public relations skills for the summer conference program Develop a comfortable living environment.

CONTACT DETAILS

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

SKILLS

Mac OS X, PC.

LANGUAGES

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

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

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

Education

A.A.S. in Business Administration - January 1992(MONROE COLLEGE)