

# Robert Smith

## Jr. Director of Development

Phone (123) 456 78 99

Email: [info@qwikresume.com](mailto:info@qwikresume.com)

Website : [www.qwikresume.com](http://www.qwikresume.com)

LinkedIn: [linkedin.com/qwikresume](https://www.linkedin.com/qwikresume)

Address: 1737 Marshville Road, Alabama

### SUMMARY

To continue to use my skills to assist people who are in need through resource procurement and therapeutic intervention.

### SKILLS

non profit fundraising, special event co-ordination, grant writing, marketing, media, website management, small business management, experience in medical staff credentialing office/JCAHO/bylaws, media/PR, presentations.

### WORK EXPERIENCE

#### Jr. Director of Development

ABC Corporation - December 2013 - March 2016

- Responsible for all public relations, marketing, and campaign fundraising.
- Supervised the graphics/communications individual and the volunteer resource coordinator.
- Participated in strategic planning with other management staff and carried out fundraising activities.
- Engaged the community in New ways through social media, in-kind giving, and advocacy.
- Researched and planned New website project plan with a website company.
- Raised funds through Give for Good community day of giving campaign 2 years in a row.
- Managed successful designated funding campaigns for Back to School and playground cover.

#### DIRECTOR OF DEVELOPMENT

ABC Corporation - 2009 - 2013

- Recruited by the ex-President of Nautilus as he started his own company and focused on delivering two separate lines of treadmill, elliptical, bike and strength lines focusing on the sporting goods and specialty fitness channel.
- Developed and managed the specialty sales division.
- Responsible for 65% of total sales of the company.
- Worked with engineers in the development of new products.
- Developed retail pricing for new and current products.
- Forecasted current and future products opportunities.
- Supervised the marketing, sales training and development of the dealers..

### EDUCATION

Master of Science in Social Work - September 1990(The University of Texas at Arlington - Arlington, TX)