

ROBERT SMITH

Electronic Communications Coordinator

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An accomplished development and communications professional with more than 15 years of experience seeks a position within the nonprofit sector. Consistently meets organizational goals with enthusiasm, flexibility and an entrepreneurial spirit. Extremely successful at building positive relationships beneficial to the organization by creating an environment of trust, collaboration and professionalism among staff, leaders and vendors.

EXPERIENCE

Electronic Communications Coordinator

ABC Corporation - SEPTEMBER 2004 - OCTOBER 2011

- Retained Project Coordinator duties, while serving as the ABA Staff Liaison for the National Conference of Bar Presidents (NCBP) Sponsorship Committee.
- Developed and updated content on NCBP website and Facebook page.
- Directed staff, print and design vendors through production cycle for midyear and annual meeting printed programs.
- Collaborated with ABA Diversity Center on diversity programming and projects.
- Administered five annual nationwide award programs with outreach to over 300 state and local bar organizations.
- Created marketing materials promoting awards, member benefits and conferences.
- Coordinated sponsor solicitation and administration.

Communications Coordinator

ABC Corporation - 2002 - 2004

- Oversee communications to prospective students and other key audiences.
- Creatively develop and write and/or design print-, electronic-, and Web-based copy for three campuses.
- Write and edit institutional documents and reports representing the Division of Enrollment.
- Manage recruitment Web content, including calendars, forms, student blogs and social media.
- Manage inventory and delivery of recruitment materials via multiple channels.
- Collaborate with the Colleges marketing department; coordinate the work of outside vendors.
- Supervise one administrative assistant and two work-study positions..



EDUCATION

- B.A. in Broadcast Communications - (Columbia College Chicago)

SKILLS

Communications, Volunteer Management, Development, Project Management.