

Robert Smith

Jr. Conference Manager

PERSONAL STATEMENT

Utilize skills as a leader and team player to excel in a career thus allowing growth and development as a successful trade show/events and meetings' professional.

WORK EXPERIENCE

Jr. Conference Manager

Complete Conference Management - December 2011 - 2008

Responsibilities:

- Planned, coordinated, and executed all corporate tradeshow (US and Intl).
- Provided on-site show management and staffing for Exhibitor Services.
- Detailed interior exhibition hall maintenance and space planning, floor plan design and material specifying.
- Attended exhibits, programs receptions and presentations.
- Coordinated the design of exhibits/collateral--post cards, banners, posters, brochures and ads as per marketing plans.
- Prepared and archived all required documents, graphics, and videos for upcoming exhibitions Coordinate the schedule of exhibit hall at the beginning of each convention for distribution to marketing and print media.
- Planned and implemented event symposia and customer receptions at Corporate trade shows.

Conference Manager

Delta Corporation - 2006 - 2011

Responsibilities:

- Managed a staff of 12 student employees.
- Communicated with conference guests and engaged in consultations with conference organizers.
- Was responsible for customer service and desk training for staff members.
- Directed and managed all marketing and conference efforts for the companys participation as the on-line provider of research to the media at the .
- Developed and executed all marketing collateral, managed all logistics, housing needs, exhibit services, special events, transportation, press .
- Manage the execution of the Conference Program, Webinars, digital publishing, Special Events; meeting rooms, award orders, Audio Visual, Food & ; .
- Ames, Iowa Hired, trained, and managed 19 conference staff members Worked with sponsors to coordinate event groups Supervised check in/out of up to .

CONTACT DETAILS

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

SKILLS

COMPUTER MS Office
Suite Including Word,
PowerPoint.

LANGUAGES

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

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

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

Education

Bachelor's in Business Administration - (American Intercontinental University)