

ROBERT SMITH

Program Consultant/ Co-ordinator

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Program consultants are responsible for providing expert knowledge related to a particular program. The program consultant's roles depend on the type of program the consultant is advising.

EXPERIENCE

Program Consultant/ Co-ordinator

ABC Corporation - 2006 - 2011

- Helped solicit event sponsors and award nominations.
- Supported partners include Crains Cleveland Business, Magnet, CWRU.
- Served as liaison to sponsors, honorees, guests, and dignitaries.
- Managed communications and information needs throughout a 6-month planning cycle.
- Gathered marketing and branding information for a 12-page award brochure distributed regionally by Crains Cleveland Business.
- Selected conference venue appropriate for up to 500 guests.
- Helped identify and negotiate food and beverage and audiovisual and technology services, coordinated invitations managed RSVPs.

Program Consultant

ABC Corporation - 2001 - 2006

- Responsible for marketing Jenny Craig through various campaigns - Costco, etc.
- High volume of sales calls to bring in clients - 50-100 calls per day.
- Life coach for weight loss clients.
- Entering and distribution of sales orders for food orders.
- Responsible for managing payments for food purchases.
- Responsible for taking daily deposits to the bank.
- Held accountable for sales goals and center performance..

EDUCATION

- MBA (Concentration: Management of Information Systems) - (Case Western Reserve University (Weatherhead School of Management) - Cleveland, OH)

SKILLS

Technical Skills, Organized.