Jane D. Smith
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WORK EXPERIENCE:

March 2006 – Present **Alpha Association** **Nowhere, SP**

Meeting Manager

- Responsible for coordinating all logistics for conferences, workshops, including after action review
- Participates in site selection
- Negotiates favorable terms and conditions for hotel and convention center contracts
- Assist the program committee in the development of conference curriculum including themes
- Prepared budget for all association meetings

September 2004 – February 2006 **Luxury Hotel Nowhere** **Nowhere, SP**

Sales Associate

- Responsible for reaching and exceeding sales quotas
- Prepared annual sales and marketing plan
- Organize sales blitzes and attend trade shows
- Conducted site visits
- Responsible for forecast of vacancies
- Prepared contracts
- Responsible for arrangement and sales of tradeshow sponsorship
- Created exhibit marketing material for upcoming tradeshows

July 2002 – August 2004 **Alpha Association** **Nowhere, SP**

Meetings Coordinator

- Assisted Meetings Manager with hotel and convention center site selections
- Assisted in planning and coordinating association's annual trade shows; tasks included booth sales, booth assignment/reservations, promotions and marketing
- Handled correspondence with housing bureau
- Prepared annual meeting reports for Meetings Manager
- Assisted in the development and marketing of promotional materials
- Reconciled bills and invoices for 8 – 12 events annually

EDUCATION:
1998 – 2002: Meetings University, Nowhere, SP

RELEVENT SKILLS:
Microsoft Office Suite (2000): WORD, EXCEL, PowerPoint, Access, Outlook
Corel WordPerfect Suite 8, Microsoft Internet Explorer, Netscape Communicator
SalesLogix, Novell and Microsoft Networks, GroupWise email, TASS database
A2Z Online Event Management Software