**AMY SMITH**
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**Objective:**   Seek the Position of Meeting and Convention Planner

**SUMMARY:**   Exceptionally gifted, creative and resourceful Meeting and Convention Planner with huge background in coordinating activities of staff and convention personnel to make arrangements for group meetings and conventions.

**Summary of Qualifications**

* More than eight years experience.
* Remarkable familiarity with the Internet to make air and hotel arrangements and research sites and availability for events.
* Thorough knowledgeable about the Americans with Disabilities Act (ADA) so as to ensure everyone has adequate access to, and seating for, the event.
* Excellent oral and written communications skills, as well as proficiency in a variety of computer programs including desktop publishing and spreadsheets.
* Exceptional ability to closely estimate how many people will attend a meeting, based on previous meeting attendance and current circumstances.
* Immense ability to measure how well a meeting's purpose was achieved by initially outlining the meeting's goals, choosing objectives for which success is measurable and defining what will constitute achievement of each goal.
* In-depth ability to understand organization's goals for the meeting or convention, communicate their needs clearly to meeting site staff and other suppliers, maintain contact with many different people, and inform people about changes as they occur.

**Professional Experience**

**Department of Public Health, Minneapolis, MN**
2002 - Present

**Meeting and Convention Planner**

* Obtain permits from fire and health departments to erect displays and exhibits and serve food at events.
* Promote conference, convention and trades show services by performing tasks such as meeting with professional and trade associations, and producing brochures and other publications.