

Jessie Smith

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Event Planner • Event Fund Admin •

Highly organized and proactive professional offering 10 years of diverse leadership experience. Proven and adept planner dedicated to developing and implementing programs to enhance people's lives. Proven record of achievement coordinating and marketing successful events and programs utilizing strong financial and organizational skills. Employing creative and inspiring ability in all situations consistently bringing parties with creative solutions. Demonstrates superior administrative, organizational, and interpersonal abilities. Collaborates effectively with cross-functional personnel to achieve program and event goals. Core competencies include:

Procurement • Communications • Customer Service • Team Leadership • Budgeting • Inventory Control
Event Planning • Non-Profit Programs • Merchandising • Employee & Labor Relations • Marketing
Training & Development • General Ledger • Payroll • Program Development • Scheduling
Community Outreach • Crisis Management • Child & Youth Counseling

Presented at: N. A. Conference

The Children's Hospital of Eastern Ontario • Ottawa, Ontario

2004-2016

Expertise and Key Program/Event/Member Programs—Child & Youth Counselor (2007-2016)

Modeled appropriate coping, social, and emotional behavioral skills as well as facilitated support groups to support those with: Emotional/behavioral issues; their children with eating disorders; financial position; comprehensive group environment for open and safe communications. Worked one-on-one with individual patients to deliver support. Offered patients' daily activities and mood plans electronically and on paper; reported to their attending patients' progress and any related concerns. Their adherence to program parameters.

Provided insight into and feedback regarding post-emergency coping and management strategies for individuals and their families to promote ongoing progress after discharge. Balanced quality care with education, individual programming, and documentation based on each patient's needs and strengths. Collaborated with multidisciplinary team members in assessment, programming, and discharge planning for patients.

- Improved program efficiency and success by identifying and addressing organizational, interpersonal and planning issues.
- Maintained high-quality care and support for patients and their families, serving as advocate for patients to ensure their needs are met effectively and efficiently.
- Played integral role as member of team that was able to bring dozens of patients out of medically unstable situations and contribute to their recovery process.
- Successfully created eating disorder patients, resulting from a transition to outpatient care.

Youth Northstars Initiative (N.A.)—Team Group Coordinator & Administrative Director (2007-2007)

Education, training, assessment, support, and provision of educational guidance to facilitators. Multisectoral intervention utilized by organizations (community and not-for-profit) (charities, meetings and weekly team meetings). Employed team-based approach to all administrative and program content. Learned and maintained positive support with partnering community organizations. Applied the grants for non-profit programs. Implemented new programs for community youth, optimal outcomes and educational outcomes. Collaborated with other staff with local schools.

- Organized meeting for annual event, including scheduling skills for 100+ people from
- Expertly facilitated meeting of focus groups via creative meeting and personal communication.
- Received 100% positivity for developing and delivering quality-focused presentations.
- Received invitation to present at University of Victoria Child and Youth Care Conference in 2006.
- Delivered integral support to Youth Talk program, which was designed to promote self-esteem of young women, including various activities.