



### **Brenda Goburn Smith**

I have been creating programs, directing projects, managing relationships and guiding organizations and people toward designated goals for the past 25 years. In many instances I had to create my own manuals and guidelines. I am inclined toward entrepreneurial and creative endeavors. I now devote my efforts primarily to career coaching, resume development for professionals, workshop development and facilitation.

### **Professional Expertise/Services**

- Career Coaching
- Resume Development
- Workshop Development and Facilitation
- Retreat Development and Facilitation
- Meeting & Event Management Services

### **Recent Assignments**

- Provide career coaching and resume development for clients. Recently clients include; a lawyer, teacher, project manager, sign language interpreter, events manager, corporate manager, professional writer, etc.
- Currently managed infrastructure, relationships, marketing activities, program development, communications and operations for a CEO Membership organization as the Executive Director
- Provide meeting and event management services for corporate and non-profit clients
- Design curriculum of workforce skills for adults. Teach adults business etiquette, customer service, resume creation and interview skills.
- Created and successfully marketed three training workshops to the corporate sector; *Oops, There's a Problem* (conflict resolution and diversity in the workplace), *Thank You for Calling* (customer service), and *The Professional Employee* (workplace performance and behavior)

### **Education and Professional Affiliations**

- B.A. Johns Hopkins University, Carey Business School (Applied Behavior & Business Leadership)
- Authorized Administrator DISC
- Authorized Administrator for Win-the-View Interview
- Member: National Resume Writers Association (NRWA)
- Member: Career Directors International (CDI)

### **Contact Information**

Meeting & Marketing Services  
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