

ROBERT CANNON

447 West 45th Street, Apt. 7B ::: New York, NY 10036 ::: 212-265-5969 ::: RobertPCannon@gmail.com

- :: Certified Meeting Professional
- :: Years of experience planning and managing non-profit and corporate events
- :: Conversant in both special events and corporate meetings environments
- :: Excellent organizational, problem-solving and leadership skills

PROFESSIONAL ACCOMPLISHMENTS

Pfizer Inc., New York, NY
Meetings Manager, Primary Care (2008 – present)

- :: Plan and manage all financial, compliance, audit and logistical aspects of domestic and international meetings for multiple business units within the company, both medical and marketing. Types of meetings include advisory board meetings, study monitor meetings, internal strategy meetings, expert panels.
- :: Realize substantial cost savings for company by aggressively negotiating with vendors and carefully managing project finances for assigned business units.

Grey Healthcare / Phase V Communications, New York, NY
Meetings Manager for leader in medical education services industry (2001 - 2007)

- :: Planned and managed all logistical aspects of domestic and international meetings for Fortune 500 pharmaceutical company clients including advisory board meetings, association meetings, symposia, investigator meetings, national speaker's bureau programs and team building meetings.
- :: Interfaced with finance department and account services representatives to plan budgets and schedule busy meeting calendar. Planned and managed staffing for all meetings. Extensive travel and on-site client interaction. Close interaction with vendors and suppliers.
- :: Generated substantial meeting planning fees for parent advertising agency.
- :: Clients included: Berlex, Boehringer Ingelheim, Daiichi, Forest, Janssen, Johnson & Johnson, Ortho-McNeil, Novartis, Roche, Schwarz, Takeda, UCB Pharma

Special Events Consultant, New York, NY
Developed special events consulting business for mix of non-profit and corporate clients (1988 - 2001), including but not limited to:

- :: Museum of the City of New York, New York, NY
- :: Organized, planned and executed largest annual events (Winter Ball, Summer Ball) for the Museum of the City of New York, resulting in growth in popularity of events over 13 years
- :: American Ballet Theatre, New York, NY
- :: Organized, planned and executed unique fundraising events
- :: Kevin McCarthy Associates, Lenox Hill Neighborhood Association, National Sculpture Society, Peter Pennoyer Architects, Quadrille

EDUCATION

- :: Bachelor of Arts, High Honors, Swarthmore College