

# Robert Smith

## Chief Of Operations II

### **CONTACT DETAILS**

1737 Marshville Road,  
Alabama  
(123)-456-7899  
info@qwikresume.com  
[www.qwikresume.com](http://www.qwikresume.com)

### **PERSONAL STATEMENT**

Accomplished and recognized professional with two decades of professional experience as an training and operations section manager for a 600 person company within the Corps. Renowned for ability coordinate with multiple organizations to integrate training plans and maintain executive's schedules.

### **SKILLS**

Management and  
Operations, Executive  
Protection, Security.

### **WORK EXPERIENCE**

#### ***Chief Of Operations II*** **5th Battalion, 11th Marines - March 2013 - 2020**

##### *Responsibilities:*

- Received a Meritorious Service Medal from the President of the United States.
- Gather, analyze, brief and submit monthly readiness reports via the Defense Readiness Reporting System.
- Prepared operational risk assessments for all training exercises as well as rocket launches.
- Directly responsible for the training and formal education of 600 Marines and Officers.
- Manage information systems to track all training results and identify deficiencies.
- Served as the Directors primary advisor on command and control, technical computations, survey, and ballistic Meteorology.
- Communication with the client on their needs, desires, as well as updates on project status.

### **LANGUAGES**

English (Native)  
French (Professional)  
Spanish (Professional)

### **INTERESTS**

Climbing  
Snowboarding  
Cooking  
Reading

#### ***Chief Of Operations*** **Delta Corporation - 2010 - 2013**

##### *Responsibilities:*

- Officer in charge of Operations and Battle Captain duties for the 203rd ANA Corps TAC (Tactical Advisor Center) responsible for ANSF-coalition battle .
- Included direct supervision over four brigade combat team liaisons and assigned linguists, daily operations synchronization with RC-East Deputy .
- Inventory control, accounting & bookkeeping, vendor maintenance, warehouse control and parts warranties.
- Implemented a new computer system and trained all staff.
- Responsible for day to day operations, oversee all sales, stuff and accounting.
- Walter Reed Army Medical Center Responsible for all missions and day to day activity of a 600 man company including finance, training, awards, .
- Supervised a staff of 6 subordinate managers, oversaw annual budget of 2.5 million dollars.

### **REFERENCES**

Reference - 1 (Company Name)  
Reference - 2 (Company Name)

## Education

Business Administration - (Ashford University)