

Robert Smith

Deputy Chief Of Staff

PERSONAL STATEMENT

More than 20 years' success in operations management, with extensive experience in strategic, logistics, training, and interdepartmental planning. A natural leader with an innate capacity to develop high-performing staff in complex, cross-functional environments. Proven ability to manage operations at the local, state, national, and international levels. Seeking new opportunities with strong skill sets, easily transferrable to new environments.

WORK EXPERIENCE

Deputy Chief Of Staff

United States Army, Bank Of New York Mellon, EPA - 2001 - 2021

Responsibilities:

- Served as the Chief Operations Officer for the OIG, managing \$5.5M in operational funds.
- Responsible for directing key program areas within the human capital, technology services, budget, and finance directorates.
- Responsible for improving and enhancing the structure, contentious process improvement, effectiveness, and productivity of OCOS initiatives and missions.
- Responsible for the modification and execution of long-range strategic plans, goals, and initiatives for OIG.
- Served as a training officer and contact liaison officer to EPA contracting.
- Developed and designed the merger of IT services into Office of Chief of Staff adding 24 new employees.
- Identify critical computer background issues, gained funding, and designed a project plan for approval.

Deputy Chief Of Staff

Delta Corporation - 1997 - 2001

Responsibilities:

- Military Draftsman Received training in the fundamentals of engineering drawing and design under direct supervision and guidance of department .
- Managed the constituent services work of three employees handling an average of 500 concerns each week; resolving 80% of these complaints within two .
- Managed a staff of 25 while serving the Governor as a political and policy advisor.
- Acted as the Governors liaison to affected State agencies in the aftermath of the April 19, 1995 bombing.
- Also served as Deputy Director of the Transition immediately prior to taking office.
- Planned, coordinated, and executed the appropriation, allocation, and spending of an annual \$24 million budget.
- Coordinated with higher HQ to facilitate official over 50 official visits

CONTACT DETAILS

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SKILLS

Microsoft Office,
Customer Service.

LANGUAGES

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

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

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

from 20 different nations, strengthening international relations within the .

Education

Master of Science in Joint Campaign Planning & Strategy - (Joint Advance Warfighters School - Norfolk, VA)