

Robert Smith

Deputy Director Of Operations

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SUMMARY

Professional with 7 years of proven experience in project/program management, strategic planning, budgeting over \$8M in complex contracts, and providing senior-level administrative support in fast-paced and challenging environments.

SKILLS

Microsoft Office Suite, Strategic Planning, Personnel.

WORK EXPERIENCE

Deputy Director Of Operations

ABC Corporation - April 2007 - June 2009

- Planned, coordinated, managed, and budgeted for strategic operations including Counter-Narcotic Terrorism, Special Operation Forces (SOF), medical readiness training exercises, humanitarian assistance/disaster relief, and other contingency operations in support of sustaining a 300-person joint military installation (Army, Air Force, and Navy), local nationals, civilian contractors, and other government and non-government personnel.
- Managed the life cycle and maintenance of a fleet of 12 ground and aerial assets in support of 26 special operations; received recognition from executive leadership for increasing the operational capabilities from 78% to 95% in 2 years.
- Maintained 100% accountability for \$4M of resources with zero losses.
- Collaborated with government and civilian contractors to develop 15 detailed risk assessments for strategic support operations; made recommendations to senior policymakers to implement innovative actions in order to effectively conduct highly classified missions.
- Trained 200 military and civilian personnel on personal property accountability, building professional relationships, and improving military operations on a global scale; achieved increased partnerships in 5 different countries.
- Responsible for managing several multi-million dollar budgets and identifying costs of alternative solutions for additional support services; submitted a recommendation for executive decision to support 7 critical missions.
- Developed multiple complexes federally mandated reports for occupational safety, vehicles, and property for senior executives; delivered 155 briefings to government and non-government stakeholders; increased the organizations annual performance report rating from 84% to 98%.

Deputy Director Of Operations

Delta Corporation - 2005 - 2007

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EDUCATION

Bachelor of Science in Business Administration - (Florida A&M University - Tallahassee, FL)