

# Robert Smith

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## Military Advisor

### SUMMARY

To establish a long-term career in a company where I may utilize my Military Advisor professional skills and knowledge to be an effective Associate Program Manager and inspiration to those around me.

### SKILLS

Detail-Oriented, MS Office.

### WORK EXPERIENCE

#### Military Advisor

ABC Corporation - May 2013 - 2020

- Developed, planned, and coordinated contracts, grants, and proposals through collaborative efforts with military-related organizations to include customer and student recruitment, resource development, outreach, and effective service delivery.
- Drafted, monitored, and assisted with the establishment of training agreements, special arrangement contracts, and memorandums of understanding for use of facilities and providing cost-effect education and training opportunities to military-related organizations globally.
- Assisted with writing funding proposals, program development, and program reporting to ensure continuous program growth and development in collaboration with TCC Grants and Sponsored Programs and the TCC Educational Foundation.
- Maintained current knowledge of various contracting procedures, regulations, and policies in compliance with Office of Management and Budget (OMB), Federal Acquisition Regulation (FAR), Defense Federal Acquisition Regulations System (DFAR), and Commonwealth of Virginia contracting policies and procedures.
- Coordinated and convened a Military Advisory Committee to ensure the programs and services offered by TCC and the CMVE meet the education and workforce needs of military-related personnel in Hampton Roads.
- Conducted outreach to the college community, universities, non-profits, military, and commercial and consumer entities to generate interest in military-related programs and services.
- Collaborated with TCC marketing, visual communications, and public relations leadership to develop a comprehensive marketing plan for government programs and to communicate CMVE programs and initiatives to the military and the general public.

#### Military Advisor

Delta Corporation - 2010 - 2013

- Trained, advised, and assisted the Royal Saudi Field Artillery Corps and Field Artillery institute on all aspects of Field Artillery with an emphasis .
- Planned and flawlessly executed a visit to five US Army schools by 42 personnel from Royal Saudi Special Forces Branch Provided the groundwork for a .
- Engineering Military Advisor for Sudan Peoples Liberation Army.
- Engineering representative for the U.
- Department of States Transition Assistance Team responsible for assisting and advising former guerilla fighting forces in developing a modern .
- Assistant team chief of an eleven man advisory team tasked with advising, mentoring, and training and development of an Iraqi National Police Force .

- Mentored the units Human Resources section to improve reporting procedures resulting in an automated streamlined process.

## EDUCATION

MS