

ROBERT SMITH

Military Intelligence Analyst

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SUMMARY

To obtain a Military Intelligence Analyst position that will allow me to utilize the post. Two years of working in the Information Technology field along with 25 years of customer service and data entry.

CORE COMPETENCIES

Communication, Interpersonal, and Foreign Language Skills.

PROFESSIONAL EXPERIENCE

Military Intelligence Analyst

ABC Corporation - January 2010 – June 2012

Key Deliverables:

- Prepared all-source intelligence products to support the combat commander.
- Assisted in establishing and maintaining systematic, cross-referenced intelligence records and files.
- Received and processed incoming reports and messages.
- Assisted in determining the significance and reliability of incoming information.
- Assisted in integrating incoming information with current intelligence holdings and prepares and maintains the situation map.
- Assisted in the analysis and evaluation of intelligence holdings to determine changes in enemy capabilities, vulnerabilities, and probable courses of action.
- Assisted in the preparation of Order of Battle records using information from all sources and in the preparation of strength estimates of enemy units.

Military Intelligence Analyst

Delta Corporation - 2014 – 2015

Key Deliverables:

- Managed, and prepared confidential documents/briefings.
- Responsible for the analysis, processing, and distribution of strategic and tactical intelligence.
- Prepared all-source intelligence products to support the combat commander.
- Assessed the significance and reliability of incoming information.
- Established and maintained systematic cross-reference intelligence records and files.
- Collated, evaluated, and disseminated classified information on other countries capabilities and military assets.
- Assembled and proofread intelligence reports and assists in consolidating them into military intelligence.

EDUCATION

2259 Oak Street, Old Forge, New York, 13420

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- High School Diploma - (Clayton Valley High School - Concord, CA)