ROBERT SMITH

Jr. Project Officer

E-mail: info@qwikresumc.com **Phone: (0123)-456-789**

SUMMARY

Collaborates with other research entities and private businesses outside of the University System to coordinate, develop, fund, and implement research projects.

SKILLS

Microsoft Office, Project Management, Financial Management,.

WORK EXPERIENCE

Jr. Project Officer

ABC Corporation - 2004 – 2010

- Conducted liaison with over 35 local, state, federal agencies and over 30 private sector entities to ensure complete coordination on sensitive DoD projects.
- Acquired 12 new government and private sector agencies to develop new capabilities of SR.
- Served two years of this tenure supporting a single sensitive DoD element in specialized SR support.
- Maintained rapport and technical oversight on 30 national entities providing technical support to SR operations for the DoD element.
- Reviewed new plans and support requests to ensure proper consideration for all SR policies and risk mitigation measures.
- Researched, staffed for approval and acquired the support of 12 new providers for SR to operations.
- Served as the Senior Interrogator for a Special Mission Unit responsible for targeting high value persons of interest.

Project Officer

ABC Corporation - 2000 – 2004

- Monitored and reported to the Department of the Army the organizations readiness and ability to meet a nationwide homeland security protection mission.
- Gathered supply, personnel, equipment, and training data on four organizations of over 1,000 personnel and provided analytical reports by using the U.S Army Network Unit Status Report and Army Status of Resources and Training System database programs.
- Prepared and briefed higher headquarters and management on database results and unit readiness.
- Successfully organized and executed installation-wide security preparedness plan by analyzing organizational equipment and personnel assets against military mission requirements.
- Recognized for assisting lower echelon organizations seeking to conduct training events and complete mission requirements by providing logistical support and training guidance.
- Developed, executed, and maintained short/long-range training and organizational calendars at Battalion, Brigade, and Division-level organizations.
- (703) 473-3186 | hhflowersm@yahoo.com | 5709 NW High Hill Street Parkville, MO 64152 EMPLOYMENT - CONTINUED (PAGE 2).

© This **Free Resume Template** is the copyright of Qwikresume.com. **Usage Guidelines**

SCHOLASTICS

- Bachelor of Science - (Excelsior College)

© This **Free Resume Template** is the copyright of Qwikresume.com. **Usage Guidelines**