

## Protocol Officer

# ROBERT SMITH

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## Objective

Seeking a challenging Protocol Officer position that allows continued demonstration of improved employee supervision, behavior management, and fiscal responsibility while directly contributing to the company's overall success. Fourteen years in employee supervision and management as well as ten years progressive Human Resources Management experience.

## Skills

Computer Efficient- Microsoft Word, Excel. Leadership, Organizational Skills.

## Work Experience

### Protocol Officer

**ABC Corporation** - January 2008 - February 2009

- Planned, coordinated and implemented high level military/civilian visits that support the command Leadership and Management Program.
- Established and maintained cooperative working relationships by networking with visitors from Congress, Dept of Defense, Dept of Army, government, DoD Contractors, industry, staff elements, action officers, outside Protocol personnel and other government employees.
- Arranged proper escorts for/or personally escorted visiting dignitaries and ensure proper parking facilities and clearance passes were available.
- Coordinated logistical support for timely transfer of guests to/from official functions.
- Planned, scheduled, arranged, prepared, and disseminated, personally and or in writing, information concerning the arrival of high-ranking military officials, government officials, foreign dignitaries, and or civilian dignitaries, to include local and state officials.
- Coordinated with action agencies to assign escort and project officers, and coordinates briefings in conjunction with the Protocol Officer.
- Planned the menu, seating order, provided name cards and arrangements, in accordance with diplomatic and military protocol, foreign customs, and more.

### Protocol Officer

**Delta Corporation** - 2004 - 2008

- Provide efficient protocol inside cleanrooms Deal directly with DWP opening and closings Sustained a clean work area Helped to ensure proper .
- Directly supports the commander and vice commander in handling all aspects of visits, conferences, tours, and social functions initiated within the .
- Arranges travel for the commander and vice commander, including scheduling travel, preparing trip folders, arranging billeting, and preparing .
- Manages commanders recognition programs and special ceremonies (medal presentations, individual recognition, etc.), including scheduling events, .
- Advises commander and staff on military customs, courtesies, USAF organizations, missions, history, and policies.
- Served as the Protocol Noncommissioned Officer for the 1st Infantry Division and Fort Riley with responsibilities for the planning, coordinating, and .

- Maintained 100% accountability of government property valued over [] Responsible for the lodging requirements of over 1382 Distinguished Visitors to .

## Education

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