

ROBERT SMITH

Protocol Officer

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

SUMMARY

Multi-skilled Protocol Officer professional with 16+ years experience in the Transportation and Logistics field. Excellent interpersonal and communication skills, Proficient in the use of Windows and Microsoft Office Suite. Critical thinker with impressive problem solving skills. Adept in resourcing, coordinating and planning regardless of size or scope.

CORE COMPETENCIES

MS Office, Office Management, Event Management.

PROFESSIONAL EXPERIENCE

Protocol Officer

ABC Corporation - March 2015 – 2021

Key Deliverables:

- Supported, planned and executed a wide range of ceremonial and official functions hosted by NVEDS.
- Coordinated events hosted by NVEDS by booking venues, lodging, catering services.
- Modified and maintained General Information Packets to include information on meeting sites, socials / long term meetings for military and civilian visitors (U.S. and foreign countries), and provides wide-ranging information for all visitors.
- Arranged detailed agendas for visits by working closely with necessary staff to coordinate requests for VIP visitors (General Officers, SES and Congressional).
- Provided support and guidance on protocol policies and procedures by responding to requests for assistance in a timely and accurate manner.
- Responsible for purchases with company credit card for materials, supplies and employee awards.
- Prepared information book for host of functions, to include biographical data, photographs, menu to including dietary restrictions, guest list, and seating arrangements.

Protocol Officer

Delta Corporation - 2000 – 2015

Key Deliverables:

- Extended protocol assistance to visitors of the Post upon the instructions of the Administrative Officer.
- Attended and managed the Consul Generals protocol arrangements to his social activities (i.e. ceremonies, dinner functions, etc.).
- Especially in seating arrangements and drafting of programs and scenarios.
- Presented at the lecture, Empowerment of the Future Leadership and Management Seminar with a concentration in Philippine Protocol Practices to .
- Served as the Protocol Noncommissioned Officer for the 1st Infantry Division and Fort Riley with responsibilities for the planning, coordinating, and .

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- Maintained 100% accountability of government property valued over \$150,000 Responsible for the lodging requirements of over 1382 Distinguished .
- Executed multiple social events for the command group to include but not limited to Holiday receptions, Barbeques, Meet and Greet and Hail and .

EDUCATION

- BA