

ROBERT SMITH

Protocol Officer

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SUMMARY

Vastly knowledgeable in diplomatic Philippine and international protocol with excellent interpersonal, presentation and communication skills. Exceptional development, training and motivational skills. Highly rated customer service skills and productivity in all facets of job experiences. Gets along well with others and has conflict resolution and management skills.

SKILLS

Powerpoint, Planning Skills.

WORK EXPERIENCE

Protocol Officer

ABC Corporation - September 2002 – December 2003

- Delivered impeccable protocol support to a three-star Commander, two-star Vice Commander, and SES Executive Director.
- Managed planning and implementation of visits by international dignitaries, Congressional representatives, and senior Department of Defense (DoD) officials.
- Liaised to HQ AFMC/AFSPC, Air Staff, SAF/AQ, JCS, OSD, and Congressional staffs.
- Spearheaded the planning of Commander-hosted ceremonies and functions; provided briefings to senior staff.
- Integrated a diverse range of protocol, lodging, dining, and transportation requirements into comprehensive itineraries.
- Acted as the on-call Duty Officer and SMC/CC representative for greeting and welcoming traveling dignitaries.
- Created event invitations, scripts, and programs.

Protocol Officer

Delta Corporation - 1997 – 2002

- Managed Visiting General Officer program while providing support on all aspects of AF Protocol; assisted with various ceremonies to include senior-.
- Orchestrated, directed and advised on matters of transportation, lodging & office support for more than 1000 general officers and senior leaders .
- Coordinated with Head Quarters AF, Major Commands, wing, group, and squadron agencies to ensure proper and timely completion of mission requirements.
- Prepared and filed after-action reports for all ceremonies and events, including lessons learned, fund requests, bills, receipts, and event brief (.
- Provided project management oversight on behalf of military and civilian leadership by planning, supervising and executing over 32 conferences, .

- Planned and coordinated the Embassys participation in official events, obligated funding for events and tasked Mission staff Drafted speeches and .
- Coordinated VIP Guest schedules, created itineraries, booked lodging, created personalized welcome booklets, and escorted guests during both leisure .

SCHOLASTICS

- MS