

ROBERT SMITH

Protocol Officer

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Successfully organizing the Los Angeles AFB Annual Awards Banquet, earning recognition for superior planning expertise, Supporting the Independent Strategic Assessment Group in critical discussions addressing AFSPC realignment, which required coordination of complex itineraries and protocol arrangements for a group of retired four-star and three-star Generals and AFSPC/CC.

EXPERIENCE

Protocol Officer

ABC Corporation - 2007 - 2008

- Communicated with Secret Agents, assistant aides and other Protocol offices.
- Evaluated and eliminated all high risk areas of travel.
- Established great communication between US protocol office and Afghanistan Palace and surrounding ministries.
- Influenced relationships and outreach with customers, potential borrowers, federal, state and local representatives, banks, other commercial and educational institutions, and rural community groups.
- Contributed information regarding rural development programs.
- Ensured that all assistants, medias and security agents are well informed of all changes.
- Produced and formulated a minute by minute itinerary within short period of time.

Protocol Officer

Delta Corporation - 1997 - 2002

- Corresponded with foreign companies for large scale financing contracts with major world banks and foundations Organized conferences for top .
- Responsible for Transit Visa applicants.
- This involved ensuring that application forms were properly completed and submitted to the British High Commission on behalf of clients.
- Process diplomatic cards, attend and report outcome of meetings, Usher in foreign Heads of state and diplomats during state functions, Attend and .
- <http://www.mfa.go.ke>.
- Conduct interviews Attend international meetings across the world Representative of Guinea, Bissau Country Interpret documents in multiple languages.
- Corresponded with foreign companies for large scale financing contracts with major world banks and foundations Organized conferences for top .



EDUCATION

- MS



SKILLS

Managment, cross-cultural communications, negotiation , Spanish, Greek, French, international affairs, VIPs.