

Robert Smith

Protocol Officer

CONTACT DETAILS

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PERSONAL STATEMENT

To obtain a Protocol Officer position that will enable me to use my strong organizational skills, educational background, and ability to work well with people. Seeking a challenging position that will take full advantage of my leadership position as a chef, ability to speak multiple languages, my ability to work at a fast pace as well as offer me the opportunity for increased levels of responsibility and professional growth.

SKILLS

Administrative Assistant,
Executive Support,
Protocol, Accounting.

WORK EXPERIENCE

Protocol Officer

ABC Corporation - October 2012 - October 2012

Responsibilities:

- Served as principal advisor to the Commanding Officer; formulate movement requirements, logistics and mission objectives for arriving high level Distinguished Visitors (DV).
- Coordinated logistic requirements for high level DVs up-to and including the Secretary of Defense.
- Communicated with the DVs staff insuring execution of the most effective use of funds and time during visit.
- Briefed command TRIAD and Department Heads on command requirements of visits, created base notification documents of the final completion of visit logistics.
- Formulated/monitored budget for Official Representatives Funds (ORF) remained under budget all 3 years while in position.
- Managed and executed all ORF funds request.
- Procured, inventoried, and maintained all ORF gifts to include 3 consecutive sat IG inspections.

LANGUAGES

English (Native)
French (Professional)
Spanish (Professional)

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference - 1 (Company Name)
Reference - 2 (Company Name)

Protocol Officer

Delta Corporation - 2010 - 2012

Responsibilities:

- Control matters of etiquette and protocol during meetings and functions.
- Ensure the meetings and functions are punctual and end in a timely manner.
- Process diplomatic cards, attend and report outcome of meetings, Usher in foreign Heads of state and diplomats during state functions, Attend and .
- Advised Embassy Staff on formalities and courtesies that must be observed when associating with foreign visitors Planned trips and schedules with U.S .
- Coordinated scheduled travel and prepared trip itineraries and was responsible for the recording, photographing and classification of all official .
- Key Achievements Directly supported the Chairman and Vice Chairman of the Joint Chiefs of Staff handling various aspects of visits, conferences, .

- Accountable for obtaining decorations and awards, gathering biographies and guest information, setting up agendas and locations along with security .

Education

BA