

Protocol Officer

ROBERT SMITH

Phone: (123) 456 78 99

Email: info@qwikresume.com

Website: www.qwikresume.com

LinkedIn: [linkedin.com/qwikresume](https://www.linkedin.com/qwikresume)

Address: 1737 Marshville Road,
Alabama

Objective

Researching, coordinating, and arranging for, as required, hotel accommodations and services, air and ground transportation, communication support, facilities support, program functions, and similar activities to support successful customer engagements.

Skills

Recruiting, Training, Training & Development, Management Experience, Development, Strategic Planning, Evaluations, Community Relations.

Work Experience

Protocol Officer

ABC Corporation - 2015 – 2015

- Directly supported the Commander and Vice Commander in handling all aspects of visits, conferences, tours, and social functions initiated within the command, and those tasked by the offices of the Secretary of Defense, Joint Chiefs of Staff, Secretary of the Air Force and Chief of Staff of the Air Force Implement and maintain the Protocol Office consistent with the philosophy, principles, methods, and techniques endorsed by DOD, AF, AFRC, and Dobbins ARB.
- Coordinated, consolidated, and implemented protocol policies and procedures into an integrated protocol program for the 94 AW and 22nd AF.
- Prepared itineraries, observes rehearsals, inspect facilities, and services and monitors progress of special event preparations (such as retirements, change of command, conferences, and official social functions).
- Attended official functions to ensure events occur as planned and to solve problems as they arise.
- Served as the primary project officer for all distinguished visitors to the 94 AW.
- Prepared arrival and departure schedules.
- Prepared and distributed the official agenda.

Protocol Officer

Delta Corporation - 2010 – 2012

- Managed and maintained oversight of all of the BEAST protocol and training programs.
- Organized and conducted distinguished visitor tours, encompassing anywhere from 1 to 150 personnel, for a 110-acre training compound valued in excess .
- Provided training oversight for 44 Military Training Instructors and 7 Emergency Management Instructors that were assigned to the BEAST, ensuring .
- Trained and certified 40 augmentee instructors for exercise scenarios validating tactics and procedures for mock opposing force actions on the basic .
- Aquilino De La Guardia Street, Marbella, Banesco Tower Type of business or sector Banking
Dates 10/2010 - 11/2011 Occupation or position held .
- ASA Soft System, Financial Figures analysis, Processes and Innovations management.
- Name and address of employer Tocumen Royal Saloon, Tocumen International Airport Type of business or sector Airport Services.

Education

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