

ROBERT SMITH

Protocol Officer

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To utilize my 19 years of administrative service, organizational skills, and knowledge to analyze and apply best administrative practices to provide the most effective office management for your organization.

FEBRUARY 2012 - MARCH 2020

PROTOCOL OFFICER - ABC CORPORATION

- Managed the Protocol Office Gifts Program for office; Tracked, stored, and logged all incoming and outgoing items into database to include photograph/value.
- Ensured required items were reported accordingly per regulations to the required office, if value exceeded required gift limit threshold.
- Organized and Maintained extensive filing system for more effective and efficient tracking of Gifts Program.
- Managed Director and Deputy Director Calendars for various meetings, conferences, and appointments.
- Provided support to Executive Officer in scrubbing calendars in effort to prepare for daily briefings for internal events.
- Scheduled and coordinated internal external meetings and briefings.
- Created, edited and proofread briefings and created daily read a head books for high level meetings.

2007 - 2012

PROTOCOL OFFICER - DELTA CORPORATION

- Provide efficient protocol inside cleanrooms Deal directly with DWP opening and closings Sustained a clean work area Helped to ensure proper .
- Directly supports the commander and vice commander in handling all aspects of visits, conferences, tours, and social functions initiated within the .
- Arranges travel for the commander and vice commander, including scheduling travel, preparing trip folders, arranging billeting, and preparing .
- Manages commanders recognition programs and special ceremonies (medal presentations, individual recognition, etc.), including scheduling events, .
- Advises commander and staff on military customs, courtesies, USAF organizations, missions, history, and policies.
- Served as the Protocol Noncommissioned Officer for the 1st Infantry Division and Fort Riley with responsibilities for the planning, coordinating, and .
- Maintained 100% accountability of government property valued over [] Responsible for the lodging requirements of over 1382 Distinguished Visitors to .

EDUCATION

Diploma

SKILLS

Tax, Tax Research, Sales Tax, Multi-State Tax Returns, Nonprofit, LLC Tax, Efile, Excel, Lacerte, Lacerte.