

# ROBERT SMITH

## Protocol Officer

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

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### SUMMARY

15 years of work experience in travel and tourism, Travel Management, human resources, journalism, public relations, marketing, and events management. Extensive background in sales supervision, customer service, and quality control with the British Airways Travel School. Experience in corporate communications, marketing, advertising, and broadcasting.

### CORE COMPETENCIES

MS office, Protocol.

### PROFESSIONAL EXPERIENCE

#### Protocol Officer

**ABC Corporation - March 2006 – May 2020**

#### Key Deliverables:

- Provided direct support to Global Cyberspace Integration Center (GCIC) Director and Deputy Director.
- Planned and managed executive protocol functions and visits for United States and international military and civilian dignitaries to include heads of state, chief of military services, corporate and civic leaders and congressional and government officials.
- Coordinated briefings, planned itineraries, organized meals, lodging, transportation, and entertainment for distinguished visitors (DVs) and executed military ceremonies, and conferences officiated by senior staff members.
- Performed lodging set-up and preparations for all DVs adding mementos, amenities and personalized welcome letters.
- Provided seamless project support throughout all GCIC operating location events and executed duties as the sole GCIC liaison for Air Combat Command (ACC) and the 633rd Air Base Wing protocol offices.
- Responsible for managing Special Morale and Welfare and Operating and Maintenance funds providing quarterly status updates of obligation, expenses, and funds available to the Director.
- Maintained a protocol database tracking DV visits to GCIC protocol and enabled the office to keep vital records on DVs.

#### Protocol Officer

**Delta Corporation - 2001 – 2006**

#### Key Deliverables:

- Extended protocol assistance to visitors of the Post upon the instructions of the Administrative Officer.

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- Attended and managed the Consul Generals protocol arrangements to his social activities (i.e. ceremonies, dinner functions, etc.).
- Especially in seating arrangements and drafting of programs and scenarios.
- Presented at the lecture, Empowerment of the Future Leadership and Management Seminar with concentration in Philippine Protocol Practices to .
- 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 \$150,000 Responsible for the lodging requirements of over 1382 Distinguished .
- Executed multiple social events for the command group to include but not limited to Holiday receptions, Barbeques, Meet and Greets and Hail and .

### EDUCATION

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BA

