

# Robert Smith

## Protocol Officer

### **CONTACT DETAILS**

1737 Marshville Road,  
Alabama  
(123)-456-7899  
info@qwikresume.com  
[www.qwikresume.com](http://www.qwikresume.com)

### **SKILLS**

Administrative Skills, MS  
office.

### **LANGUAGES**

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

### **INTERESTS**

Climbing  
Snowboarding  
Cooking  
Reading

### **REFERENCES**

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

## **PERSONAL STATEMENT**

Professional and combat veteran with over 6 years of supervisory/management and human resources experience. Lead and managed teams as small as 3 and as large as 12+ in career. Strengths include critical thinking and problem solving, personnel management, administration with attention to detail, and sound judgment.

## **WORK EXPERIENCE**

### ***Protocol Officer***

**ABC Corporation - October 2012 - May 2013**

#### *Responsibilities:*

- Expertly planned, coordinated, and executed all protocol-related logistics concerning Visits of US Ambassadors and Parliamentary Delegations on Southern European Affairs.
- Coordinated Access to both secured facilities and building of Senior Diplomatic Officials.
- Coordinated, Planned, and Executed significant political events involving the Senior U.S.
- Officials and High Ranking International Military Members.
- Supervised the delivery of Classified Materials to and from Secure Facilities.
- Effectively managed the annual operational budget of over while proactively efficiently utilizing \$22,000 of those funds.
- Consistent in ensuring programs were in compliance with policy resulting in increased political agendas, events, and staffing readiness.

### ***Protocol Officer***

**Delta Corporation - 2007 - 2012**

#### *Responsibilities:*

- 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**

Associate Of Arts In General Studies