

Robert Smith

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Protocol Officer

SUMMARY

Detailed, Result, and Goal-oriented Individual with over 6 years of comprehensive experience in Project Management Support. Highly skilled in understanding project requirements with the aptitude to increase and improve productivity with regular and persistent practice. Hands-on professional with a successful track record of accomplishments in project management.

SKILLS

Concert Pianist, Orchestra Violinist.

WORK EXPERIENCE

Protocol Officer

ABC Corporation - May 2006 - October 2009

- Worked as a part time employee during college time for this company and my responsibilities were Providing invitations and arrange receiving the visitors.
- Trained and sorted the team from guides in the conference halls to liaisons for VIP guests.
- Prepared documentation and apply for visa for the guests.
- Facilitated the accommodation and arrange the plan to provide useful trip during conference time.
- Assisted conference team in terms of interpretation and translation services.
- Planned/organized logistics and materials for board meetings.
- Coordinated domestic and international travel arrangements, including booking airfare, hotel and transportation.

Protocol Officer

Delta Corporation - 2004 - 2006

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

Bachelor's In Management