MIA TAYLOR

Protocol Specialist





PROFESSIONAL SUMMARY

With two years as a Protocol Specialist, I excel in coordinating high-level events and managing protocol documentation. My expertise includes advising military leadership on ceremonial procedures and ensuring compliance with established quidelines. I am dedicated to enhancing organizational effectiveness through meticulous planning and execution of official engagements.

WORK EXPERIENCE

Protocol Specialist

Mar / 2024-Ongoing

Pineapple Enterprises

📮 Santa Monica, CA

- 1. Acted as the primary advisor to military leadership on ceremonial protocol, enhancing the effectiveness of official events.
- 2. Coordinated with various military and civilian entities to ensure successful execution of high-profile ceremonies and visits.
- 3. Managed logistical arrangements for events, including transportation, accommodations, and catering, ensuring seamless operations.
- 4. Prepared and maintained detailed records of protocol activities and expenditures, ensuring compliance with regulations.
- 5. Adapted to dynamic event requirements, demonstrating flexibility and problem-solving skills.
- 6. Oversaw setup and breakdown of event venues, adhering to military standards and protocols.
- 7. Handled communications and inquiries from various stakeholders, providing timely and accurate information.

Protocol Specialist

Mar / 2023-Mar / 2024

Crescent Moon Design

♣ Portland, OR

- 1. Executed planning and logistics for over 64 wing ceremonies, ensuring adherence to military protocol.
- 2. Led cross-functional teams in organizing Distinguished Visitor events, managing up to 234 attendees.
- 3. Collaborated with NIH to compile and edit protocol submissions, maintaining high standards of accuracy.
- 4. Reviewed client records to ensure data integrity and compliance with protocol standards.
- 5. Analyzed event feedback to improve future engagement strategies.
- 6. Provided expert guidance on protocol compliance to various departments, enhancing overall event quality.

EDUCATION

Bachelor of Arts in Communication

Mar / 2022-Mar / 2023

University of Washington

Thicago, IL

Focused on organizational communication and public relations, enhancing skills relevant to protocol management.

SKILLS

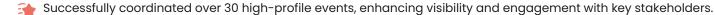
Event Coordination

Protocol Management

Stakeholder Engagement

Event Logistics Coordination

ACHIEVEMENTS



Streamlined protocol documentation processes, reducing preparation time by 20%.

Developed training materials for new staff on protocol compliance, improving team efficiency.