

MIA TAYLOR

Protocol Specialist

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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 guidelines. I am dedicated to enhancing organizational effectiveness through meticulous planning and execution of official engagements.

WORK EXPERIENCE

Protocol Specialist
Pineapple Enterprises

📅 Mar / 2024-Ongoing
📍 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
Crescent Moon Design

📅 Mar / 2023-Mar / 2024
📍 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
University of Washington

📅 Mar / 2022-Mar / 2023
📍 Chicago, IL

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

SKILLS



ACHIEVEMENTS

- 🌟 Successfully coordinated over 30 high-profile events, enhancing visibility and engagement with key stakeholders.
- 🌟 Streamlined protocol documentation processes, reducing preparation time by 20%.
- 🌟 Developed training materials for new staff on protocol compliance, improving team efficiency.