

Robert Smith

Senior Enlisted Advisor/Assistant

CONTACT DETAILS

1737 Marshville Road,
Alabama
(123)-456-7899
info@qwikresume.com
www.qwikresume.com

PERSONAL STATEMENT

Mr. Smith is United States Navy Veteran with 28 plus years of professional experience now transitioning to social work. With a reputation for loyalty, diligence, quality/excellence of work, and ability to adapt to change; he is highly motivated to achieve set goals and to continue professional development.

WORK EXPERIENCE

Senior Enlisted Advisor/Assistant

ABC Corporation - May 2003 - December 2005

Responsibilities:

- Provided guidance to the Commanding Officer on all equal opportunity issues, sexual harassment, and command climate and morale.
- Led the way in the seamless transformation to Regional Legal Service Office.
- Responded to over 470 command service inquiries.
- Provided counsel on administrative, disciplinary, diversity, leadership, and morale and welfare, matters to 15,000+ military/civilian personnel .
- Provided measured advice and balanced opinions regarding legal matters and sensitive issues Drafted presentations and point papers that showing .
- Facilitated a partnership with local coalition forces and facilitated training of the ever growing iraqi defense forces.
- Responsible for coaching, teaching, mentoring an iraqi infantry battalion and a special operations iraqi commando company.

Senior Enlisted Advisor

Delta Corporation - 2002 - 2003

Responsibilities:

- Principal assistant and advisor to the Officer in Charge (OIC) and Senior enlisted representative of the unit.
- Advise the OIC in all matters pertaining to both enlisted and junior officer members Serve in an advisory and decision-making capacity on various .
- Senior Enlisted Advisor /Asst.
- Marine Officer Instructor NROTC University of Utah, SLC, Utah.
- PERFORMANCE AWARDS, HONORS & RECOGNITIONS Exercise Sports Science Fitness Leadership Graduate of the Year 2007 Navy Commendation Medal July 07.
- This is Dummy Description data, Replace with job description relevant to your current role.
- This is Dummy Description data, Replace with job description relevant to your current role.

SKILLS

Professional Selling ,
Master Physician
Recruiter, Surgical
Technologist, Master
Training Specialist.

LANGUAGES

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

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

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

Education

Master's in Social Work - 2013(University of Southern California Los Angeles - Los Angeles, CA)