

ROBERT SMITH

Senior Enlisted Advisor/Manager

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

SUMMARY

6. Interagency and Intradepartmental 2. Project and Operations Planning Collaboration
3. Resource and Staffing Management 7. Training Procedure and 4. Cross Functional Team Leadership Implementation.

CORE COMPETENCIES

Leadership, Management, Public Speaking, Customer Service, Customer Service.

PROFESSIONAL EXPERIENCE

Senior Enlisted Advisor/Manager

ABC Corporation - 2011 – 2013

Key Deliverables:

- Assisted in the oversight of a \$60 million dollar health care contract throughout forty-two countries with over 50,000 beneficiaries.
- Explained the TRICARE health care contract benefits to beneficiaries.
- Negotiated the contracts for U.S.
- Negotiated the initial care services for U.S.
- Advised, mentored, and trained over 2000 iraqi infantry soldiers and officers within the battalion on tactics, troop leading procedures, staff operations, leadership, basic soldier tasks, rifle marksmanship, and c-ied.
- Assisted in the training of over 300 deploying attorneys and paralegals.
- Conducted active worldwide correspondence in support of establishing and updating international Status of Forces Agreements.

Senior Enlisted Advisor

Delta Corporation - 2003 – 2007

Key Deliverables:

- Enlisted leader, managing 30 personnel, responsible for morale and welfare, programs, rules and regulations, and personal issues affecting personnel.
- Officer of the Deck underway - overall in charge of the ships safety and navigation while the Commanding officer was off the bridge.
- Completed two arduous Boards of Inspection and Surveys with 100% pass rate for Industrial Safety and readiness compliance.
- June 2011 - October 2012 Provided administrative, logistical and technical support to all operations of the International and Operational Law .
- Responsible for the planning and execution of 15 secure video teleconferences with US forces deployed worldwide, each conference including over 70 .
- This is Dummy Description data, Replace with job description relevant to your current role.

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EDUCATION

Bachelor of Arts in Business Management - (Northwood University MI)

