

# Robert Smith

## Senior Enlisted Advisor

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## SUMMARY

To work with a growing company to use professional skills and abilities to further career.

## SKILLS

Operations Management, Leadership/Manager.

## WORK EXPERIENCE

### Senior Enlisted Advisor

ABC Corporation - October 2009 - November 2011

- Supervised a Strategic Signal Headquarters Company consisting of five divisions and 41 Network Enterprise Centers (NECs) supporting over 40 Army Installations, and serving over 100,000 customers.
- Performed human resources activities to include reassignments, personnel actions, awards, evaluations, separations, promotions, and interviews.
- Planned, developed, and monitored the implementation of policies, procedures, and guidance for the unit to assist with organizational improvements.
- Wrote and presented reports, briefing documents, slide presentations, and correspondence for command briefings and staff calls.
- Facilitated the long and short range planning calendars within the organization.
- Conducted review boards for promotions and administrative judicial actions.
- Prepared and reviewed all training plans.

### Senior Enlisted Advisor

Delta Corporation - 2004 - 2009

- Advised the Company Commander on all enlisted matters and apprised all policies and procedures.
- Managed over 301 junior Marines duty assignments, promotions, reductions, leave, military justice, privileges, awards, welfare and recreational .
- Managed the preparation of legal, medical, administrative, and training requirements for the deployment of 80 personnel for combat operations to the .
- Was the Key Volunteer coordinator for the command and assisted 80 Marines for deployment preparations, welcome home events, and family education .
- Responsible for performance counseling, interpreting performance data and evaluating 160 joint service enlisted workers and middle managers for .
- Developed and instituted an organization wide middle management professional development program Custodian for the C/J2 Morale Recreation and Welfare .
- US Army (Fort Polk, LA) Served as the senior logistics advisor and senior leader for 850 personnel within a Security Forces Assistance - Security .

## EDUCATION

Bachelor Of Arts In Transportation And Logistics Management - (American Military University - Charles Town, WV)