

# ROBERT SMITH

## Jr. Senior Officer Specialist

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### SUMMARY

Senior Officer Specialist, Emergency Mobilization ensures that when disaster strikes , Save the Children can rapidly deploy with fully trained staff and volunteers to help communities, families and caregivers meet the unique needs of affected children.

### CORE COMPETENCIES

Management, Organization

### PROFESSIONAL EXPERIENCE

#### Jr. Senior Officer Specialist

**ABC Corporation - August 2004 – November 2007**

##### Key Deliverables:

- Ensures the safe, rapid deployment of trained surge staff and volunteers to US emergency responses through end-to-end deployment support.
- Maintains an accurate surge register and ensure a full list of responders is available.
- Manages and continuously enhances all surge and response deployment and training systems in close collaboration with IT.
- Ensures all surge standard operating procedures are up to date and create new standards as needed.
- Cultivates linkages with surge stakeholders across SCUS, SCI and Members (e.g. SCI Global Humanitarian Surge Platform (GHSP), DHR etc.)
- Manages the Duty Watch Officer work stream ensuring staff are trained and up-to- date resources are easily accessible.
- Leads on continuous improvement projects across the US Emergencies as needed

#### Senior Officer Specialist

**Delta Corporation - 2000 – 2004**

##### Key Deliverables:

- Ensure the orderly operation of maintenance of entire facility.
- Ensure that all policies and procedures were adhered to by subordinate staff.
- Responsible for investigations of incident reports.
- Administered and tracked work details for inmates on 4 different naval bases.
- Responsible for orderly operation of facility.
- Monitoring of security camera systems and radio traffic.
- Responsible for the safety and security of facility.

### EDUCATION

- license - (McCreary Central High School Stearns - Stearns, KY)