

Staff Officer

ROBERT SMITH

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Alabama.

Objective

Over 14 years experience in managing daily administrative business operations and functions. Hold a high degree of experience in computer and Microsoft product, record keeping, and the management and accountability of company earnings and expenditures. Extremely energetic, dependable and organized, with exceptional managerial skills. Can work in the most demanding environments.

Skills

Collaboration Skills, Team-Building, Leadership.

Work Experience

Staff Officer

ABC Corporation - November 2011 – July 2013

- Defensed Intelligence Agency Joint Bolling Anacostia Base Hold TS/SCI Clearance Manage the offices military evaluation process.
- Ensured all personnel actions for the offices military personnel are completed on time.
- Expected on evaluation formats and processes.
- Managed the offices military and civilian award nominations.
- Ensured all deserving candidates are submitted for recognition.
- Expected on award formats and processes.
- Provided checklist and examples of evaluations and awards for Supervisors to use.

Staff Officer

Delta Corporation - 2009 – 2011

- Wrote reserve personnel policies for USCG-wide implementation; responses to Questions for the Record (QFR) for Congressional hearings; findings of.
- Managed policy, resources, and administration - managed USCG Reserve quotas for resident training schools, working through college schedules.
- Established an annual scholarship program for dependents of USCG Reservists, after several previous attempts by others had failed.
- Formed a partnership with scholarship funds provider United Services Automobile Association (USAA), quickly and successfully awarded 4 scholarships.
- Managed and staffed operation support to National intelligence programs, through executive direction and planning of the operational activities.
- Served as a technical SME and chaired working groups to resolve common managerial system performance problems.
- Coordinated Safety, HR, and Board of Directors Committee meetings - reserve hotels produce meet.

Education

GED