

ROBERT SMITH

Staff Officer

E-mail: info@qwikresumc.com

Phone: (0123)-456-789

SUMMARY

Seeking an upper or mid-level management, program management, or project management position, where my skills and experience can help an organization fulfill its strategic vision. Results oriented executive with exceptional leadership and team building skills and excellent oral and written communications.

SKILLS

Microsoft Office, Contracting, Inventory, Property Accountability.

WORK EXPERIENCE

Staff Officer

ABC Corporation - July 2006 – July 2008

- Served as the Asset Manager, responsible for assets for five staff elements assets valued over \$3.5M.
- Displayed a high level of professionalism, leadership, and expertise.
- Enhanced the logistical operation and other programs by establishing an exceptional asset management training program.
- Received an excellent rating during the inspection.
- Provided technical guidance on major aspects of asset and personal property disposal programs, including budgetary requirements, inventory management, and procurement.
- Responsible for the implementation and determination of equipment requirements, i.e., determining funding stream, acquisition, distribution planning, and coordination, resulting in a 100% check and balance accuracy.
- Initiated redistribution actions upon determination condition of excess asses and items determined as beyond economical repair, reducing overstocked items.

Staff Officer

Delta Corporation - 2005 – 2006

- Advised and assisted in the Logistics Dept.
- in matters pertaining to supply, transportation, and combat service support.
- Coordinates logistics support with subordinated Task Force commanders.
- Monitors requisition, procurement, storage, distribution of supplies, equipment, and maintenance of materiel records including tactical vehicles.
- Assigned to Infrastructure Support Office, Material Services and Support Division, Defense Intelligence Agency (DIA) -- Act as liaison between.
- As a Brigade staff officer, established from the ground up the future operations cell, which was responsible for the two years planning horizon.
- Coordinated with higher and lower headquarters for personnel, equipment, funding, and timelines.

SCHOLASTICS

- High School Diploma