

ROBERT SMITH

Staff Officer

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Staff Officer with 2 years of experience in Supporting Government staff in developing broad range of written products in support of National Intelligence Manager for Transnational Threat, Homeland Security, & Western Hemisphere, etc.,.

EXPERIENCE

Staff Officer

ABC Corporation - SEPTEMBER 2009 - 2009

- Expected Program Manager serving as the Senior Level Advisor on matters pertaining to day-to-day operations and management of administrative support functions based on comprehensive knowledge of applicable laws, regulations, and policies.
- Oversaw personnel management (manpower) and the civilian appraisal system, Defense Civilian Intelligence Personnel System (DCIPS).
- Expertly managed over 300 civilian evaluations under DCIPS.
- Improved efficiency of all administrative actions by reviewing and rewriting policies, instructions, and manuals, along with streamlining processes and making suggestions for personnel moves and staff packages.
- Demonstrated outstanding managerial skills and outlined responsibilities for all D2X administrative personnel in seven D2X divisions and standardized 10 key processes by authoring Standard of Operation Procedures for each process Supervision of personnel vacancies and billets resulted in an average 97% fill-rate; ensuring critical gaps were filled with minimum impact to the mission.
- Managed training, availability of equipment, personnel, and reach-back capabilities.
- Coordinated Document and Media Exploitation for 192 key ISAF/NATO partners/customers to include Joint and Special Operations Task Forces, Counter-Intelligence Human Intelligence, and Detainee Operations.

Staff Officer

Delta Corporation - 2005 - 2009

- Responsible for planning, developing duties and responsibilities of the position, as well as planning development, implementation, and management.
- Duties included developing what the Army will look like in 2 - 5 years working for Army G-3.
- Developed training and teamwork generating successful operations
Accountable for personnel and equipment documentation for 358,000

with \$2 billion.

- Operate telecommunication equipment for the Daily Analytical Coordination-Roundtable and Daily /NGA Ops Intel briefings Schedule and operate.
- Assist Government outreach coordinator to schedule, coordinate, and escort routine and VIP visits.
- Monitors e-mail and telephones of the manager(s) or office members.
- Develop requirements plans coordinate, schedule VTC conference, official visit, and on-site meetings.

EDUCATION

- High School

SKILLS

Demonstrative Skills, Interpersonal Skills, Management Skills.