

Robert Smith

Staff Officer

CONTACT DETAILS

1737 Marshville Road,
Alabama
(123)-456-7899
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www.qwikresume.com

PERSONAL STATEMENT

Staff Officer with 1 year of experience in performing a wide range of functions & tasks, which require vision, leadership, communication, proficiency in developing, explaining, implementing policy, etc.,

SKILLS

MS Office, Collaborative Skills, Supporting Skills.

WORK EXPERIENCE

Staff Officer

ABC Corporation - May 2016 - 2016

Responsibilities:

- Provided staff support to one of the seven X Directorate offices and the GEOINT Services office for both administrative and technical related assistance.
- Supported the directorate Business Continuity Planner in the definition of prioritized continuity procedures, roles, responsibilities, and resources necessary for complete restoration or continuance of critical X business processes.
- Served as suspense coordinator for the corresponding, responsible for all XD taskings to include those from external agencies, internal offices, and staff packages.
- Received, researched, and prioritized taskings for the Directorate providing guidance work to appropriate action officers within the organization.
- Developed and presented briefings to individuals at various levels of the organization, to include senior executives.
- Assisted personnel and leadership with Defense Travel System, as necessary.
- Supported governance and fora management activities to include schedules, facilitating meetings both on/off-site and action tracking.

LANGUAGES

English (Native)
French (Professional)
Spanish (Professional)

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference - 1 (Company Name)
Reference - 2 (Company Name)

Staff Officer

Delta Corporation - 2014 - 2016

Responsibilities:

- Responsible for developing and writing technical procedures used to control the launch of nuclear weapons.
- Rated as top Lieutenant in United States Strategic Command.
- Chosen to train 60+ command center personnel and 100+ ballistic missile submarine personnel on new nuclear weapon control procedures for the complex.
- Selected to train generals and admirals on presidential-level procedures for the control of nuclear forces.
- Support to S2; functionally, a training role Accomplishments Attended Wentworth Military Academy full time; formal military education; WMA is a.
- Post report, give details of any incident that has happened.
- Observe and report and patrol the assigned area post.

Education

Bachelors Degree