

ROBERT SMITH

Staff Officer

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As a Staff Officer, responsible for Reviewing the work of various sections, branches, and field offices. Experience in coordinating their activities advising them on matters of policy and administration, etc.,.

APRIL 1985 - JUNE 1985

STAFF OFFICER - ABC CORPORATION

- Managed procurement and maintenance support for office automation systems supporting The Joint Staff.
- Contracted Officer Technical Representative and technical solutions manager, delivered desktop computing systems and mini-computer hosting environment for 1300 users in the Organization of the Joint Chiefs of Staff, Pentagon.
- Managed Joint Staff computer system and facility installations.
- Evaluated and recommended technology insertions for Joint Staff applications.
- Supervised a Multi-Service message processing and information center supporting the Secretary of Defense and Joint Chiefs of Staff.
- Conducted periodic inventories, established accountability for unaccountable equipment, initiated and processed turn-in documents, in a timely manner sustaining 100 percent property accountability.
- Meticulously maintained files and reports pertaining to all assets documentation, which included acquisition documents; hand receipts, transfers, and disposition of assets in accordance with DA Pam 710-2-1, without discrepancies.

1982 - 1985

STAFF OFFICER - DELTA CORPORATION

- Principal advisor and lead action officer to senior Army Intelligence leaders in areas of signals intelligence, information operations, and cyberspace.
- Handpicked to serve as the Army Intelligence representative for a Secretary of Defense project, resulting in major changes to the Department of Defenses.
- Developed the concept for the formation of Army Cyber Command, approved by Army senior leadership; unifying all Army Cyberspace operations under one.
- Administrative support for a Geospatial Analyst Administrative skills to deal with multiple tasks with great detail, .
- Maintain visual surveillance on juveniles, clean, check areas for anything that could be harmful to me and juvenile, Transporting juveniles to.
- Able to talk to youths in giving them my experiences as well as understanding their situations and giving the best advice I could.
- Used I was able to use CPR, Bloodborne, and Air Borne Pathogens, as well as Passive Restraint if needed.

EDUCATION

GED

SKILLS

Training Skills, Maintenance Skills, Management Skills.