

# ROBERT SMITH

## Staff Officer

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

---

### SUMMARY

Staff Officer with 2 years of experience in Representing interests of an agency & its programming with other institutions, state officials, the general public, etc.,.

### CORE COMPETENCIES

Organizational Skills, Developing Skills, Interpersonal Skills, Problem Solving skills.

### PROFESSIONAL EXPERIENCE

#### Staff Officer

##### ABC Corporation - December 1998 – August 1998

#### Key Deliverables:

- Planned communications networks with state of the art voice and data systems and managed deployed systems.
- Maintained the current operational status of all unit assets and analyzed unit capabilities.
- Developed mission directives and operational plans and orders.
- Prepared mission analysis briefs for the commander.
- Organized, briefed, and submitted the monthly Brigade Unit Status Report for an organization of over 1,700 soldiers.
- Directly supervised one senior manager, two assistant managers, and 20 soldiers.
- Participated in 24-hour deployment operations during Operation Stabilize in East Timor.

#### Staff Officer

##### Delta Corporation - 1994 – 1998

#### Key Deliverables:

- Professionally support the Director and Deputy Director of the Basic and Applied Research office and other Senior Executive Service (SES) members.
- Review staff packages and Memorandums of Agreement for accuracy prior to Directors signature Led key process improvement projects; incorporated.
- Research and Development (R&D) purchase card agent, responsible for purchasing unique items used by R&D scientists for project experiments on-site.
- Represented the Military Support office at numerous senior-level staff meetings to include briefing both NGAs Director and Military Executive Officer.
- Developed and implemented a training plan in collaboration with NSAs for the integrations of NGA Imagery Analyst onto the cryptological support team.
- Monitor juvenile activities indoors and outdoors under all weather conditions.
- Transport juveniles to and from other facilities.

# ROBERT SMITH

## Staff Officer

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

---

### EDUCATION

GED

