

# Robert Smith

## Staff Officer

### **CONTACT DETAILS**

1737 Marshville Road,  
Alabama  
(123)-456-7899  
info@qwikresume.com  
[www.qwikresume.com](http://www.qwikresume.com)

### **PERSONAL STATEMENT**

As a Staff Officer, responsible for supporting an Intelligence Community program in Northern Virginia. Experience in supporting Government staff in developing a broad range of written products in support of senior leadership U.S.G policymakers, etc.,.

### **SKILLS**

Developing Skills,  
Training Skills,  
Multitasking.

### **WORK EXPERIENCE**

#### **Staff Officer**

**ABC Corporation - July 2011 - 2011**

##### *Responsibilities:*

- Generated statistical monthly data of employees.
- Planned the distribution of time-sensitive material to outgoing sources.
- Conducted studies of program management workload efficiency and productivity and recommend changes and improvements in organization, staffing, work methods, and policies.
- Provided briefings on cases to senior officials, identified potential issues on cases.
- Designed particular classified activities; identified the pros/cons of possible operational scenarios.
- Provided input into project/resource estimating activities working with the development team to ensure that requirements are understood.
- Ensured that the official correspondence binders were assembled properly and all background information was included and routed through the proper chain for reviews and coordination.

### **LANGUAGES**

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

### **INTERESTS**

Climbing  
Snowboarding  
Cooking  
Reading

#### **Staff Officer**

**Delta Corporation - 2009 - 2011**

##### *Responsibilities:*

- Lead a web development project as the editor of the official defense-related news website - Wrote news reports, investigative reports/articles about.
- Wrote reserve personnel policies for USCG-wide implementation; responses to Questions for the Record (QFR) for Congressional hearings; findings of.
- Managed policy, resources, and administration - managed USCG Reserve quotas for resident training schools, working through college schedules.
- Established an annual scholarship program for dependents of USCG Reservists, after several previous attempts by others, had failed.
- Formed a partnership with scholarship funds provider United Services Automobile Association (USAA), quickly and successfully awarded 4 scholarships.
- Assistant Operations Officer drafted, reviewed, proofread briefs, and a variety of documents to include regulations, standard operating procedures.
- Conducted briefings to upper-level management on a daily basis.

### **REFERENCES**

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

## Education

High School Diploma