

# Robert Smith

## Staff Officer

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## SUMMARY

A highly disciplined and resourceful Staff Officer Professional with extensive expertise in engineering design and testing. A detail-oriented project planner and leader, who consistently meets and exceeds expectations. A builder, leader and mentor of highly motivated teams.

## SKILLS

Microsoft Office, Management Skills, Production Management, Interpersonal Skills.

## WORK EXPERIENCE

### Staff Officer

ABC Corporation - July 2007 - 2007

- Responsible for writing operations orders, inspection companies in the battalion, and projects for subordinate companies before during, and after Annual Training.
- Designed and built roads near Camp Liberty.
- Ordered materials and equipment to ensure the correct amount of supplies and proper equipment was used to ensure project completion.
- Provided administrative and project support to other Team Leads.
- Provided Input on evaluations and awards at weekly staff meetings to the offices leadership.
- Managed the offices Personnel Accountability.
- Managed the Personnel Accounting and Strength Reporting system to provide management with the data used to plan distribution and logistical support operations.

### Staff Officer

Delta Corporation - 2006 - 2007

- Wrote operations instructions to facilitate Army project managers equipment realignment for a 3500 man unit.
- Supervised, coached, and mentored staff Collaborated in the planning and implementing security for major events such as carnivals, sports, official.
- Deputy intelligence officer for the Nimitz Carrier Strike Group responsible for overseeing the successful training, manning, and equipage of over 50.
- Directly responsible for developing the strike group intelligence organizations operational guidance and leading the manning, training.
- Supported OPNAV human intelligence staff focusing on operational performance and financial analysis.
- Provided equipment and manpower to Navy ships and intelligence activities worldwide.
- Office of Military Support (MS) - Responsible for recruiting, assessing, and assigning potential NGA Volunteer Deployers (NVDT) into deployment.

## EDUCATION

High School