

# Robert Smith

## *Associate Division Chief*

### PERSONAL STATEMENT

Seeking a management position that allows to use experience in leadership, business management, program development, military information technology and strategic communications.

### WORK EXPERIENCE

#### ***Associate Division Chief***

**ABC Corporation - July 2010 - June 2012**

##### *Responsibilities:*

- Oversighted of property room and development of procedures that include the design and development a new facility.
- Created at the current physical location to implement and improve processes and technology.
- Oversaw the Request for Proposal (RFP), design and building process for new police/fire training academy.
- Responisble for Program Planning, Developed the Program Objective Memorandum, the Budget Estimate Submission, and the Congressional Budget Justification for a national and commercial imagery storage and distribution system.
- Proven ability to deal with year-to-year budget perturbations while maintaining measurable progress towards agency goals.
- Managed three significant contracts Data Architecture & Gateway Services, Image Product Library, and the NGA Libraries.
- Restructured the Imagery Data Exploitation System II contract with a 19% savings in Operations and Maintenance in the first year.

#### ***Division Chief***

**Delta Corporation - 2007 - 2010**

##### *Responsibilities:*

- Served as Commander of the 60th Mission Support Group.
- Provided leadership for seven squadrons comprised of 2,800 military and civilian personnel.
- Delivered oversight for a \$100M annual budget and \$200M in construction contracts.
- Engaged in real property maintenance for a physical plant valued at \$10B, consisting of 1,100 homes, 17 dorms and an award-winning dining facility.
- Directed the #1 Civil Engineering Squadron in the Air Force and the #1 Logistics Readiness and Fuels Section.
- Directed 25 personnel through exercises and real-world events within the Emergency Operations Center.
- Employed best practices in occupational safety and emergency response to prevent the loss of life and serious bodily injury.

### **CONTACT DETAILS**

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

### **SKILLS**

Microsoft Office Suite.  
Customer service.

### **LANGUAGES**

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

### **INTERESTS**

Climbing  
Snowboarding  
Cooking  
Reading

### **REFERENCES**

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

## Education

Master of Arts in Military Operational Arts and Science - (Air  
Command and Staff College - Montgomery, AL)