

# ROBERT SMITH

## Operations Officer

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

### SUMMARY

Broad-based skills in information assurance, certification and accreditation, network activity analysis, as well as trend analysis reporting. Experienced in team leadership, human resource management, information management, and network security.

### CORE COMPETENCIES

Microsoft Office.

### PROFESSIONAL EXPERIENCE

#### Operations Officer

ABC Corporation - September 2005 – September 2007

##### Key Deliverables:

- Advisor to the commander of the battalion on avenues to improve and meet mission requirements.
- Provided authoritative advice and guidance to subordinates and management on human resources management practices, as well as technical advice on propriety of statutory, regulatory, and procedural requirements as related to Army recruiting practices.
- Determined work priorities and assigned work based on difficulty and/or requirements of assignments, available resources, and the capabilities and/or special qualifications of employees.
- President of the hiring board for federal civilians and potential Army Officers.
- Develop and evaluated operational long and short range performance goals and plans.
- Evaluated recruiting performance via monthly and quarterly production analyses of statistical trends.
- Provided written reports and verbal presentations to organizational leadership regarding performance achievements, objectives, and short and long range goals to immediate and higher level supervisors and management.

#### Operations Officer

ABC Corporation - 2000 – 2005

##### Key Deliverables:

- Tracked current and future operations, exercises, intelligence, and capabilities of 11 joint component commands/distributive control nodes for Central Commands deployed Special Operations Forces areas of operation in 20 countries in the Middle East in support of Operation Enduring Freedom assigned to Special Operations Command-Central (SOCCENT); a strategic-level organization.
- Planned and conducted over 20 Special Operations Top Secret multi-national and multi-services contingency operations and training for forward deployed directorates and components.
- Oversaw and managed logistics operations for over 2000 Joint Special Operations Forces.

# ROBERT SMITH

## Operations Officer

Phone: (0123)-456-789 | Email: [info@qwikresume.com](mailto:info@qwikresume.com) | Website: [Qwikresume.com](https://Qwikresume.com)

---

- Led in the developing of performance objectives.
- Set program priorities consistent with organizational values, mission, and vision.
- Adjusted strategic policies and plans in respect to change, both internally and externally.
- Independently prepared and presented analytical information to senior management officials within the organization where the analyses are used to explain or justify decision, conclusions, findings, and recommendations.

## EDUCATION

- M.S. in Logistics Management - (Florida Institute of Technology)