

# Robert Smith

## Associate Operations Officer

### PERSONAL STATEMENT

Operations Officer position within an organization that can fully utilize skills to achieve their business needs and objectives.

### WORK EXPERIENCE

#### *Associate Operations Officer*

**ABC Corporation - June 2002 - June 2005**

##### *Responsibilities:*

- Advised Commanders on all aspects of base defense, anti-terrorism and force protection issues, managed unit security priorities, and formulated contingency plans.
- Oversaw budget for anti-terrorism and force protection initiatives, infrastructure upgrades, and devices to deny, detect and deter terrorism for an installation of 12,000 personnel.
- Managed 24-hour law enforcement and security for the installation.
- Managed planning and programming for security operations, directed and formulated checklists and instructions for all anti-terrorism and force protection measures, security and law enforcement programs for the installation.
- Planned, developed and implemented security and AT/FP policies and procedures, ensured compliance with DoD AT standards and ensured safety and wellbeing of military personnel and their families.
- Coordinated security efforts with Japanese National Police and Japanese Self Defense Force.
- Oversaw joint training exercises between US and Japanese forces.

#### *Operations Officer*

**ABC Corporation - 2000 - 2002**

##### *Responsibilities:*

- Managed daily operations of a squadron of 488 personnel combining supply/fuels, logistics planning, and transportation across six diverse flights.
- Ensured mission readiness directing complete logistics support efforts for the 52nd Fighter Wing agencies, northern Germany, the Benelux and Denmark.
- Served as focal point for all centralized planning requirements including wartime tasking, facilities, vehicles, equipment, fuel, deployment operations, distribution operations, plans, budget, and personnel.
- MAJOR ACCOMPLISHMENTS(S) Led for 5-weeks a squadron of 250 personnel during transition to a Logistics Readiness Squadron (LRS).
- Laid the baseline and established the diverse role of first Squadron Operations Officer.
- Worked with six flights and Commanders Support Staff to ensure smooth transition during test face of LRS.
- Earned coveted &quot;Jr Supply Officer of the Year&quot;.

### **CONTACT DETAILS**

1737 Marshville Road,  
Alabama  
(123)-456-7899  
info@qwikresume.com  
**www.qwikresume.com**

### **SKILLS**

Physical Security, AT/FP,  
Security Operations,  
Security Manager, Law  
Enforcement.

### **LANGUAGES**

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

### **INTERESTS**

Climbing  
Snowboarding  
Cooking  
Reading

### **REFERENCES**

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

## Education

- (Air Command and Staff College)