

Robert Smith

Division Chief/Executive

CONTACT DETAILS

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

SKILLS

Microsoft Office,
Database Management,
Geographic Information
System And Strategic
Mission Assurance Data
System.

LANGUAGES

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

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

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

PERSONAL STATEMENT

Accomplished management professional with over 20 years of leadership, operational and strategic planning experience. Seasoned senior-level background in project management with expertise in: managing multiple projects, executing targeted program advancement with various stakeholders, as well as driving joint application development and planning solutions throughout the entire project lifecycle.

WORK EXPERIENCE

Division Chief/Executive

ABC Corporation - February 2014 - October 2014

Responsibilities:

- Set stage for fewer reclaims.
- Managed Commands reclama process.
- Ensured units had adequate justification to be relieved of deployed commitment and presented case to Vice Commander for decision.
- Secured exemption from Headquarters Air Force on posturing for deployments for 22 units.
- Relieved them from unnecessary administrative burdens to focus on their crucial nuclear mission.
- Led more than 125 civilian, military, and contract personnel responsible for the execution of NSA Red Team and Blue Team missions.
- Responsible for performance objectives and evaluations, promotions, strategy, professional development of the workforce, coaching, mentoring and administrative duties.

Division Chief

Delta Corporation - 2010 - 2014

Responsibilities:

- Managed 12 facilitators while enhancing command culture under the direction of the Commanding Officer to assist retention efforts and increased .
- Researched departmental protocols for 5 maintenance programs related to radiation safety, hydraulic contamination, and respirator qualification using .
- Trained 11 junior managers in the used of office suite tools, annual web-based training, program binders, and operational risk management procedures, .
- Chief of legal department.
- Supervised 11 employees in the registration of real estate titles.
- Approved or refused the acceptance of real estate transactions and documents.
- Resolved legal petitions.

Education

Masters of Science in International Relations/National Security - (Troy University - Troy, AL)