
Family Readiness Officer Resume

Job Objective

To maximize my skills and training as a Family Readiness Officer in well organized organization to help the organization reach its objectives.

Summary of Qualifications:

- Remarkable experience in Family Readiness Program
 - Deep knowledge of military lifestyle and organizational structure
 - In-depth knowledge of social services delivery systems and concepts, principles and theories
 - Skilled in implementing and maintaining family support services
 - Huge knowledge of military and administrative issues impacting the families of deployed military personnel
 - Good understanding of the role of the Unit Family Readiness Program
 - Proficient in MS Office Suite – Word, Excel and Power Point
 - Excellent communication Skills
 - Ability to address and resolve family readiness issues and functions
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Work Experience:

Family Readiness Officer, August 2005 – Present
Marine Corps Community Services, Soso, MS

- Provided command family readiness outreach.
- Supported and assisted unit's military personnel and their families.
- Ensured program effectiveness and effective use of resources.
- Established and maintained personal contacts with key personnel in the Marine Corps.
- Coordinated and promoted Family Readiness program.
- Resolved family readiness issues and functions.

Family Readiness Officer, May 2000 – July 2005
Navy, US Marine Corps, Soso, MS

- Developed Family Readiness plan to spread marketing awareness.
 - Drafted speeches and strategic communications messages and delivered briefs and presentations.
 - Provided Information and Referral services when required.
 - Organized and attended meetings on Family Readiness.
 - Identified need and provided training and education to Marines and their families.
 - Maintained contact with MCCS and ensured effectiveness of MCCS programs and services.
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Education:

Bachelor's Degree in Engineering, Millsaps College, Jackson, MS

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