
Freedom Of Information Officer Resume

Job Objective

Seeking position as a Freedom Of Information Officer with reputable organization in which my skills and knowledge can help further the development of the organization.

Highlights of Qualifications:

- Extensive knowledge of information sharing within the scope a particular subject
 - Highly skilled in gathering information from internal and external agencies
 - Proficient with the Freedom of Information Act 1992
 - Strong analytical, problem-solving and decision-making skills
 - Strong ability to work under pressure and meet tight deadlines
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Professional Experience:

Freedom Of Information Officer
McNeil Technologies, Riverside, CA
August 2005 – Present

- Exercised decision making power under the Freedom of Information Act 1992
- Provide expert advice to internal and external clients and organizations in regard to Freedom of Information Act 1992.
- Developed appropriate freedom of information and administrative release, policy, procedures and practice standards
- Implemented freedom of information and administrative release in the department.
- Appeared before the Information Commissioner to Support external review process
- Prepared and delivered information sessions to departmental staff relating to freedom of information and administrative release.
- Maintained an awareness of recent government developments and trends regarding freedom of information.

Freedom Of Information Officer
Computer Sciences Corporation, Riverside, CA
May 2000 – July 2005

- Supervised the administration of the FoIA system
 - Identified sources of information to support publication of information
 - Developed maintained and updated audited information in various categories.
 - Identified and decided upon application of exemptions.
 - Exercised professional judgment in the collation and redaction of information.
 - Provided professional advice on FoIA to Member and officers across the organizations
 - Carried out statistical analysis from time to time.
 - Identified trends in requests and publish FAQs.
 - Provided assistance to execute Publication Scheme.
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Education:

Bachelor's Degree in Public Relations
Argosy University, Phoenix, AZ

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