

---

## Liaison Officer Resume

---

### Job Objective

To further improve my skills as a Liaison Officer by working for a challenging organization with high goals.

---

### Highlights of Qualifications:

---

- Huge experience in Program Management
  - Strong expertise in Life Cycle Management, analysis and strategic planning
  - Outstanding knowledge in conducting qualitative and quantitative surveys
  - Thorough knowledge of Electronic Key Management Systems (EKMS)
  - Strong documentation writing, brief development and presentation skills
  - Strong interpersonal and communications skills
  - Ability to capture market requirements, determine strategic relevance
  - Ability to perform independently and manage personnel working disparate systems in multiple locations
- 

### Professional Experience:

---

Liaison Officer  
SAIC, Ocala, FL  
August 2005 – Present

- Planned, managed and coordinated all fielding team activities.
- Supported fielding of systems to the MEF Forward in the Area of Operation.
- Maintained and updated web-based tracking systems, approved accountability systems and reporting methods.
- Managed fabrication, distribution and transportation of logistics.
- Facilitated resolution of customer requirements.

Liaison Officer  
Booz Allen Hamilton, Ocala, FL  
May 2000 – July 2005

- Supported local and global exercises, facilitating use of program capabilities.
  - Provided support to attached staff office.
  - Maintained detailed records of contacts made, issues discovered and actions taken to resolve.
  - Provided regular updates to program management.
- 

### Education:

---

Bachelor's Degree in Commerce  
Seattle Pacific University, Seattle, WA

[Build your Resume Now](#)