
Planning Officer Resume

Job Objective

Pursuing a Planning Officer position in which my skills, special training and experience will positively impact the organization in meeting end goals.

Highlights of Qualifications:

- Huge working experience in an overseas R&S environment.
 - Solid knowledge of the organizational and document planning techniques.
 - Outstanding knowledge of various planning tools and techniques.
 - Excellent analytical, communications and writing skills
 - Strong ability to work long and flexible hours.
 - Outstanding ability to travel extensively
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Professional Experience:

Planning Officer
Booz Allen Hamilton, Irvine, CA
August 2005 – Present

- Managed planning department of the organization.
- Developed and utilized innovative tools and techniques for planning process.
- Ensures all planning processes adhered to established procedures and regulations.
- Conducted visits to sites to understand the situation.
- Researched and gathered information and data to support planning process.
- Provided clear direction to customers regarding planning.

Planning Officer
PRO-telligent LLC, Irvine, CA
May 2000 – July 2005

- Drafted company policy and guidance for reconstruction and stabilization operation.
 - Developed and implemented strategies and methods to support planning process.
 - Organized and conducted interagency policy coordination meetings.
 - Attended meetings and recorded meeting minutes.
 - Involved in refining in planning frame work through training and consultations.
 - Provided strategic and operational advice and support.
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Education:

Bachelor's Degree in Distribution Management
Louisburg College, Louisburg, NC
Master's Degree in Planning
Baker University, Baldwin City, KS

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