
Protocol Officer Resume

Job Objective

To obtain a Protocol Officer position with organization where challenges and opportunities make way for career development.

Highlights of Qualifications:

- Huge experience in Federal, State and Local Government
 - Proficient in MS Office suite
 - Outstanding oral and written communication skills
 - Remarkable ability to maintain confidentiality in performance of duties
 - Uncommon ability to plan, organize and manage time effectively
 - Amazing ability to work independently and diligently in the absence of supervision
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Professional Experience:

Protocol Officer

National Security Agency (NSA), Clearbrook, MN

August 2005 – Present

- Prepared meeting background and read-ahead material for quarterly board meetings.
- Entered award actions in PeopleSoft.
- Assisted Protocol Officers with Directorate ceremonies and special events.
- Prepared Directorate correspondence for signature to forward to external agencies.
- Coordinated with external agencies with regard to NSA's Award nominations.

Protocol Officer

MIT Lincoln, Clearbrook, MN

May 2000 – July 2005

- Prepared Conference badges and conducted accreditation in accordance with policy guidelines.
 - Reserved hotel for AU guests and participants to meetings and Conferences.
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Education:

Bachelor's Degree in Mass Communication

Lourdes College, Sylvania, OH

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