
Protocol Specialist Resume

Job Objective

Protocol Specialist seeking position with a well-established organization where my experience can be used for the well-being of the company.

Highlights of Qualifications:

- Hands in experience in managing all FDA regulation protocols and worked in various backgrounds
 - Profound knowledge of government research administration policies and procedures
 - Exceptional knowledge of federal regulations and clinical research
 - Remarkable ability to work with diverse backgrounds
 - Sound ability to work and take time based decisions
 - Excellent communication skills
 - Skilled to manage customer services and managed project deadlines
 - Proficient in interpreting policies
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Professional Experience:

Protocol Specialist
Federal Government Jobs, Poway, CA
May 2006 – Present

- Supervised efficient working of military and civilian employees.
- Planned work performed by subordinates and prepared short term priorities for project.
- Assisted University commander and resolved all protocol matters.
- Managed efficient working of protocol staff and planned with same for various special events.
- Documented all money expended on various funds.
- Trained all subordinate protocol officers in appropriate procedures.

Protocol Specialist
U.S. Military Academy,, Poway, CA
March 2003 – April 2006

- Administered efficient working of Senior Protocol Specialist and supervised efficient working.
 - Managed all protocols and ensured it fits to appropriate events.
 - Developed detailed itineraries and drafted all interests and transportation for required events.
 - Planned and implemented all social functions.
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Education:

Bachelor's Degree in Public Administration
Sierra Nevada College, Incline Village, NV
Master's Degree in Foreign Relations
Utah Career College, West Jordan, UT

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