
Staff Officer Resume

Job Objective

Seeking an opportunity by filling a Staff Officer position to help the right organization boost productivity and benefits.

Highlights of Qualifications:

- Remarkable experience in program development and management
 - Ability to plan and prioritize work to meet targets
 - Huge knowledge of current issues in local government and the public sector
 - Deep knowledge of the structure and functions of local government
 - Proficient in MS Office suite; MS Word, PowerPoint, Excel, and Outlook
 - Excellent verbal and written communication skills
 - Ability to retrieve and evaluate information effectively in the decision making process
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Professional Experience:

Staff Officer

Political Affairs and Security, Green Bay, WI

August 2005 – Present

- Advised and provided guidance to senior management.
- Monitored and analyzed political developments in the countries under the Section's purview.
- Drafted reports from meetings for the Political and Partnerships Committee (PPC).
- Prepared briefing memoranda, talking points, questions and answers, speaking notes and background materials for meetings.
- Conducted analyses on cooperation efforts.

Staff Officer

TASC, Green Bay, WI

May 2000 – July 2005

- Provided information on continuing, current, and proposed actions, programs, and plans.
 - Initiated and ensured effective communication, coordination and follow-up actions with subordinate elements.
 - Provided technical advice to the staff on administrative issues at all levels of the Agency.
 - Formulated proposed policies and implemented them.
 - Coordinated, monitored, and evaluated activities concerning administrative issues.
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Education:

Bachelor's Degree in Business Administration

Arkansas Northeastern College, Blytheville, AR

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