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## Strategic Planning Officer Resume

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### Job Objective

A successful Strategic Planning Officer seeking a position with organization needing someone with the experience, drive and ability to aid in helping the organization achieve their goals.

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### Highlights of Qualifications:

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- Huge experience in Strategic Planning and Project Management
  - Exceptional knowledge of drafting and reporting upon strategic as well as operational plans
  - Outstanding knowledge of Town Planning legislation, principles and practices
  - Strong oral, written, presentation and inter-personal communications skills
  - Excellent organizational and time management skills
  - Amazing ability to analyze and evaluate information critically
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### Professional Experience:

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Strategic Planning Officer  
Arts Council, Baton Rouge, LA  
August 2005 – Present

- Produced quarterly progress reports for Council meetings.
- Provided relevant analyses for input to Governance and Accountability Meetings.
- Coordinated business planning across the arts sector.
- Promoted arts in the context of local government planning.
- Implemented Arts Council's policy in relation to equality of opportunity.

Strategic Planning Officer  
Bayswater, Baton Rouge, LA  
May 2000 – July 2005

- Planned strategic projects including aspects of design, formulation of policy.
  - Prepared written reports on strategic planning projects for Council's consideration.
  - Ensured accountability and responsibility for Council's resources.
  - Identified and implemented any opportunity for improvement to systems, processes and work practices.
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### Education:

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Bachelor's Degree in Business  
Concordia College, Selma, AL

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