
Field Officer Resume

Job Objective

To maximize my skills and training as a Field Officer in well organized organization to help the organization reach its objectives.

Highlights of Qualifications:

- Wide experience as a field officer in government and development programs
 - Sufficient knowledge of villages, languages, customs and protocols
 - Excellent written communication skills
 - Solid Knowledge of health services
 - Proficient with Word, Excel, Microsoft Outlook and email.
 - Strong ability to work and achieve targets in difficult situations
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Professional Experience:

Field Officer

Central Intelligence Agency, Warrensville Heights, OH

August 2005 – Present

- Provided emergency operational training and technical guidance to International and national Services volunteers.
- Developed and adapted innovative response systems and strategies.
- Ensured best practices and lessons to optimize field activities.
- Provided accurate information and recommendations to support decision making process.
- Coordinated use of internal and external knowledge and experience through team work.
- Coordinated various platforms to pool in expertise for effective emergency response.

Field Officer

GEO Group, Warrensville Heights, OH

May 2000 – July 2005

- Coordinated workshops and meetings with potential users and other stakeholders.
 - Finalized workshop location, food, agendas and materials.
 - Conducted meetings and compiled meeting reports.
 - Performed field research upon defining participants and documentation associated with field research procedures.
 - Recommended product changes as per result findings.
 - Communicated field approach and findings to the stakeholders and project management.
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Education:

Bachelor's Degree in Criminal Justice

Spelman College, Atlanta, GA

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