
Military Executive Officer Resume

Job Objective

Seeking long-term Military Executive Officer position in which my professional experiences and special qualifications will help encourage the growth of both my organization and myself.

Highlights of Qualifications:

- Wide working experience in military setting
 - Solid knowledge of budgeting process for complex organization
 - Excellent knowledge of formulating and implementing new policies
 - Strong interpersonal and time Management abilities
 - Exceptional verbal and written communication skills
 - Exceptional analytical skill
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Professional Experience:

Military Executive Officer
The Secretary of the Army, Brookline, MA
August 2005 – Present

- Managed military staff and operations independently and efficiently.
 - Provided support and direction to military units on technical and administrative matters.
 - Implemented assigned projects successfully
 - Initiated strategies to innovate service rendered by existing units.
 - Provided staff advice, assistance and consultation regarding management inquiries pertaining to staff
 - Managed and coordinated special projects in a deadline driven environment.
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Education:

Bachelor's Degree in Criminal Justice
Christopher Newport University, Newport News, VA

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