

# CLIENT NAME

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## POSITION TITLE

National Security | Security Operations | Security Management | Security Audits | Computer Security  
Air Force | Navy | Army | Military | U.S Department of Defense

## PROFESSIONAL SUMMARY

Demonstrated history of working in the Defense and Space industry. Skilled in SAP, Government, Navy, and Vulnerability Assessment. Certified technology professional. Combined 32 years of Industrial, Physical, and AIS Security and experience. Security Clearance.

## PROFESSIONAL EXPERIENCE

**NAVAL AIR**, City, State

**01-28-2019 – PRESENT**

**Security Specialist:** Initiate, facilitate, and promote activities to create information security awareness within the organization.

- Develop and deliver specialized security briefings to leadership teams.
- Conduct International travel briefings, investigations into violation of procedures, self-inspections/audits, and potential compromise of classified information.

**AIR FORCE**, City, State

**10/30/17 – 01/25/2019**

**Information Technology Specialist:** Partnered with manager in planning work and establishing priorities according to customer requirements and the knowledge level of subordinates.

- Managed base personnel in receiving, accounting for, processing, and properly storing physical and electronic material and equipment.
- Administered the Cryptographic Access Program.
- Managed and conducted semi-annual assessments of user accounts.
- Implemented and managed the Air Force Electronic Key Management System (AFEKMS) program to include system configuration and operation of the Local Management Device, Data Transfer Device, and Electronic Key Processor.

**PREVIOUS COMPANY**, City, State

**10/2010 – 10/2017**

**Security Specialist:** Responsible for initiating Facility Clearance (FCL), Cage Code consolidation, and developing security processes/procedures; involved in project from inception.

- Initiated, facilitated, and promoted activities to create information security awareness within the organization.
- Managed National Industrial Security Program (NISP) for National Advertising Committee and Chapter 57.
- Developed and delivered specialized Security briefings to leadership teams.
- Conducted International travel briefings for employees.
- Conducted investigations into violation of procedures and potential compromise of classified information.
- Interacted with Government Host Base Security Authorities and Program Office Officials.
- Assisted with missile testing, including missile lab prep, software updates, telemetry collection, distribution, COMSEC keying material weapon loads, and “on scene” security representation.
- Received superior rating.

**NAVAL SPECIAL GROUP**, City, State

**06/2007 - 09/2010**

**Manager:** Managed 1,200 Line-item Account. Supervised staff of eight alternate custodians and sub-accounts.

- Controlling Authority for 15 Keying Material Short Titles.
- Developed streamlined Emergency Action Plan (EAP) and approval responsibilities for storage of TS/SCI materials.
- Operated Local Management Software (LCMS).
- Responsible for physical security management of materials.

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**NAVAL AIR**, City, State

**09/2004 - 05/2007**

**First Alternate Manager:** Managed 25,000 line item account, including 31 sub-accounts.

- Controlling Authority for 200 Keying Material Short Titles.

**NAVAL AIR**, City, State

**02/2002 - 09/2004**

**Second Alternate Manager:** physical security manager of 5,000 line item account, including four sub-accounts.

- Authority for 75 Keying Material Short Titles, Including When Directed (WHENDI) segments for missile launches.
- Controlling and AIS usage of materials.

## EARLIER ROLES

**NAVAL DIVISION**, City, State

**Center Lead:** Manager of 1,500 line item account with supervision of three alternate managers; Controlling Authority of 30 Keying Material Short Titles; transmitted/received Top Secret narrative messages.

**US NAVY**, City, State

**Lead Operator:** Responsible for operation and keying of 1,200 dedicated secure circuits; alternate Physical Security Manager.

**US ARMY**, City, State

**Computer Operator:** Responsible for processing requested runs and batch assignments of SECRET of depot transactions. Assisted in functions on a daily basis.

**US ARMY**, City, State

**Computer Operator:** Responsible for the secure transmission and receipt of multi-agency narrative messages.

## JOB RELATED TRAINING

Specialized Training DSS CDSE International Programs Course; Certified Facility Security Officer; Navy Custodian and Electronic Key Management (EKMS) Course; Sensitive Compartmented Information Managers Course; Protecting Secret and Confidential Documents; Essentials of Industrial Security Management; Industrial Security Management Course; US Air Force Telecommunications Management Course; Physical Security Managers Course.

## SECURITY CLEARANCE

TSI/SCI Clearance Adjudicated (Current)