

**CLIENT NAME**  
**CLIENT CONTACT INFORMATION**

Current TSI/SCI Clearance Adjudicated

**Professional Experience:**

**Naval Air**

**01-28-2019 – PRESENT**

**Job Title: Security Specialist**

Develop and deliver specialized security briefings to leadership teams.

Initiate, facilitate, and promote activities to create information security awareness within the organization.

Conduct International travel briefings

Conduct investigations into violation of procedures and potential compromise of classified information.

Organize and conduct self-inspections and audits of assigned functions to ensure compliance with required security directives

**Air Force**

**10/30/17 – 01/25/2019**

**Information Technology Specialist**

Partnered with the manager in planning work and establishing priorities according to customer requirements and knowledge level of subordinates.

Managed base personnel in receiving, accounting for, processing, and properly storing all physical and electronic material and equipment

Administered the Cryptographic Access Program.

Managed and conducted semi-annual assessments of each user accounts.

Implemented and managed the Air Force Electronic Key Management System program to include system configuration and operation of the Local Management Device, Data Transfer Device and Electronic Key Processor.

-Performed system diagnostics, database management functions and installs patches and fixes as required.

## **PREVIOUS COMPANY**

**10/2010 – 10/2017**

### **SPECIALIST**

#### **Duties, Accomplishments and Related Skills:**

Responsible for initiating Facility Clearance (FCL), Cage Code consolidation and developing security processes and procedures for the Raytheon facility

Manage the National Industrial Security Program (NISP) for the facility (all areas).  
Standardize all Command Media for all Security disciplines to align with RMS Tucson.

Manage Security Staff

Sub-Account Alternate Custodian.

Develop and deliver specialized Security briefings to Leadership Teams.

Initiated, facilitated, and promoted activities to create information security awareness within the organization.

Conduct International travel briefings for all employees.

Conduct investigations into violation of procedures and potential compromise of classified information.

Organize and conduct self-inspections and audits of assigned functions to ensure compliance with required security directives.

Interact with Government Host Base Security Authorities and Program Office Officials ensuring security objectives and requirements are met.

Assist with all phases of missile testing including missile lab prep, software updates, telemetry collection and distribution, keying material weapon loads and “on scene” security representation.

Active participation in IPT Security Gate Reviews.

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## **NAVAL SPECIAL GROUP**

**06/2007 - 09/2010**

**Hours per week:** 40

**MANAGER** (This is a federal job)

#### **Duties, Accomplishments and Related Skills:**

Manager of 1200 Line item Account. Supervised staff of 8 Alternate Custodians and Sub-Accounts. Controlling Authority for 15 Keying Material Short Titles. Developed streamlined Emergency Action Plan (EAP) and approval responsibilities for strong room storage of up to TS/SCI materials. Operated Operate the Local Management Software (LCMS) . Responsible for physical security management of assigned materials. Alternate Physical Security Manager. Managed JPAS account to ensure clearance continuity.

## NAVAL AIR

**09/2004 - 05/2007**

**Hours per week:** 40

**FIRST ALTERNATE MANAGER** (This is a federal job)

**Duties, Accomplishments and Related Skills:**

First Alternate Manager of 25,000 line item account, including 31 sub-accounts. Controlling Authority for 200 Keying Material Short Titles, which included managing When Directed (WHENDI) segments for missile activities. Operated Operate the Local Management Software (LCMS) Approved strong room storage, physical security and AIS usage of materials. Prepared DD254's to ensure compliance

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## NAVAL AIR

**02/2002 - 09/2004**

**Hours per week:** 40

**Second Alternate Manager** (This is a federal job)

**Duties, Accomplishments and Related Skills:**

Authority for 75 Keying Material Short Titles, which included managing When Directed (WHENDI) segments for missile launches. Approved strong room storage, physical security Manager of 5,000 line item account, including 4 sub-accounts. Controlling and AIS usage of materials.

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## NAVAL DIVISION

**06/1994 - 01/2002**

**Hours per week:** 40

**CENTER LEAD** (This is a federal job)

**Duties, Accomplishments and Related Skills:**

Transmitted/Received up to Top Secret narrative messages. Manager of 1500 line item account with supervision of 3 alternate managers. Controlling Authority of 30 Keying Material Short Titles. Operated Operate the Local Management Software (LCMS) - Command Records Manager, ensuring the proper accounting of government records within the facility and with the National Archives and Records Authority (NARA). Alternate AIS and Physical Security Manager.

## US NAVY

**01/1993 - 06/1994**

**Hours per week:** 40

**LEAD OPERATOR** (This is a federal job)

**Duties, Accomplishments and Related Skills:**

Responsible for the operation and keying of 1200 dedicated secure circuits within the facility. Alternate COMSEC Manager for assigned Keying Material and Crypto Equipment. Alternate Physical Security Manager

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## US ARMY

**09/1991 - 01/1993**

**Hours per week:** 40

**COMPUTER OPERATOR**(This is a federal job)

**Duties, Accomplishments and Related Skills:**

Responsible for processing requested runs and batch assignments up to SECRET of depot transactions. Assisted in functions on a daily basis.

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## US ARMY

**01/1990 - 09/1991**

**Hours per week:** 40

**COMPUTER OPERATOR** (This is a federal job)

**Duties, Accomplishments and Related Skills:**

Responsible for the secure transmission and receipt of multi-agency narrative messages. Assisted Manager with assigned tasks

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### **Education:**

**CENTRAL REGIONAL HIGH SCHOOL** United States  
High School or equivalent

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### **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. Combined 32 years of Industrial, Physical, AIS Security and experience.