

FEDERAL RÉSUMÉ

Client Name

Address
City, State Zip

Email Address
Phone Number

Citizenship: U.S. Citizen
Veteran Status: Retired
Job Announcement Number: ABDC-4894892
Job Title: Information Systems Specialist
Security Clearance: Top Secret SCI Security Clearance

PROFILE SUMMARY

Dedicated senior intelligence, information warfare, cyber security, and cryptology professional with more than 20 years of experience directing analytical support for tactical, strategic, and conventional forces. Proven ability to lead strategic planning efforts for national/international large-scale operations. Adept at problem solving and multi-tasking during fast-paced and stressful situations. Demonstrate strong analytical and critical thinking skills. Dynamic leader and trainer with an outstanding reputation for integrity and results. Enthusiastic with a positive and motivating management style. Excellent interpersonal skills; easily develop rapport with individuals from diverse backgrounds. Extensive experience in multi-cultural environments.

Professional Experience

United States Navy
NIOC Hawaii Building 9
Schofield Barracks, HI 96857
6/2012–09/2014

Information Systems Security Designer-National Security Agency/Central Service Pacific

LED CRYPTOLOGIC AND OPERATIONAL FUNCTIONS and maintained accountability for directing and overseeing joint communications security in support of national and theater customers and United States Pacific Command (USPACOM) Operations. Assisted in formulating policies, plans, and initiatives; instrumental in determining future direction, vision, and mission of the organization. Implemented security standards to protect the integrity of information and network systems.

DIRECTED TEAM OF 20 and oversaw timely execution of intelligence tasks and procedures. Provided direct supervision, scheduling, training, evaluation, and discipline of assigned personnel. Planned and coordinated assignments to collect, evaluate, develop, and maintain databases required for preparing analyses, reports, projections, and briefings.

LED TEAM IN CREATING PRACTICAL AND SECURE CRYPTOGRAPHIC INFRASTRUCTURES. Manipulated and analyzed vast amounts of data, problem solving, testing approaches, and researching solutions.

DEMONSTRATED PROFICIENCY AND IN-DEPTH KNOWLEDGE of cryptanalysis. Served as subject matter expert in the analytic investigation of information systems. Ensured staff were proficient with systems, procedures and methods of analyzing, compiling, reporting and disseminating intelligence data.

DESIGNED STRATEGIC RESEARCH PLANS, drafted policies and procedures, and oversaw execution to ensure delivery of effective and efficient support for intelligence operations. Issued technical and administrative guidance to subordinates in support of organizational objectives.

COLLABORATED WITH KEY INTERNAL AND EXTERNAL STAKEHOLDERS to improve intelligence information sharing. Coordinated intelligence operations with all USPACOM-based Intelligence Community (IC) and Federal Bureau of Investigations (FBI) senior representatives.

EXAMINED, SYNTHESIZED, AND INTERPRETED COPIOUS AMOUNTS OF INTELLIGENCE REPORTING AND DATA. Created weekly in-depth status reports and information papers for USPACOM and the Director of National Intelligence office.

UTILIZE STRONG ORAL AND WRITTEN COMMUNICATION SKILLS to develop and maintain effective relationships with personnel at all levels. Developed presentations and drafted talking points for USPACOM leadership. Delivered briefings to senior officials and staff within the Department of Defense (DoD) and Intelligence Community (IC) to increase situational awareness and ensure effective intelligence support to warfighter planning and operations.

RESEARCHED, ANALYZED, AND RESOLVED COMPLEX INTELLIGENCE REQUIREMENTS, planning and policy issues involving support to the warfighter. Conducted assessments, studies, and reviews of programs and activities that directly and indirectly support military operations and provided options and recommendations for identified shortfalls and deficiencies.

Key Leadership Initiatives and Accomplishments:

- Spearheaded the Cryptologic Support Group Evolution study. Increased efficiencies in meeting customer intelligence requirements through creation of proof of concepts that improved overall functionality and security to share information and collaborate.
- Selected over senior officers to serve as invaluable bridge between the Director of National Intelligence (DNI) and USPACOM to synchronize and coordinate intelligence related matters.
- Developed strategic plan to integrate Information Assurance and Signal Intelligence (SIGINT) missions under one organizational construct. Efforts significantly improved operational efficiency and productivity.
- Created and formalized innovative analytical solution to consolidate USPACOM weekly intelligence reports to the DNI.
- Facilitated flawless transition and reassignment of personnel during organizational realignment. Ensured staff were aligned in positions that supported individual career growth and organizational needs.
- Promoted professional growth and development. Trained and mentored staff to achieve the Enlisted Information Dominance Warfare Specialty qualifications that improved technical competencies and skills.

**United States Navy
Navy Cyber Forces/Naval Network Warfare Command
2465 Guadalcanal Road, Suite 10
Virginia Beach, VA 23459
09/2008–05/2012**

Information Warfare Readiness Officer/Information Operations (IO) Planner-Navy Cyber Forces

DIRECTED INFORMATION WARFARE AND CRYPTOLOGIC OPERATIONS for more than 11K personnel. Issued technical and administrative guidance to subordinates in support of organizational objectives. Directed the progress and research efforts of junior analysts to ensure fulfillment of operational mission.

PROVIDED GUIDANCE TO KEY DECISION MAKERS from the tactical and national levels. Led efforts to maximize the Navy's operational employment of cyber, network operations, information operations, cryptologic and space forces working hand-in-hand with intelligence experts.

DEMONSTRATED EXPERTISE in the use of sensors, weapons, network communications and control systems for national security and warfighting. Executed the full spectrum of cyber, cryptology and signals intelligence; information operations; computer network operations; and electronic warfare missions across the cyber, electromagnetic and space domains.

SERVED AS LEAD NAVY CYBER PLANNER for Naval Network Warfare Command. Provided expertise in the development of national Cyber Warfare objectives using the cyberspace operations joint planning processes. Guided Joint Task Force Commanders in cyber planning, mission management, and research to effectively manage cyber forces. Provided key input for operational strategy development to effectively balance sustainment with modernization and address rapid advances hindering cyber defense.

PROVIDED INFORMATION OPERATIONS (IO) SUPPORT to U.S. Strategic Command and U.S. Joint Forces Command. Reviewed IO publications and managed functional data for Information Operations. Assisted with development of doctrine, tactics, techniques, and procedures to meet operational requirements.

COMMUNICATED EFFECTIVELY with military and civilian leaders' at all organizational levels as well as groups of military and civilian contracting staff with widely divergent backgrounds, interests, and points of view.

PROMOTED COLLABORATIVE WORK ENVIRONMENT. Cultivated a culture of high employee engagement through implementation of activities to increase morale, accountability, and training. Motivated staff and recognized outstanding performance. Incorporated team building activities in staff meetings and social events. Fully supported and enforced EEO policy and procedures amongst all personnel.

MANAGED DIVERSITY PROGRAM and served as key member of the Navy's Strategic Diversity Working Group. Served as principal advisor to senior military leaders on diversity initiatives and programs.

Key Leadership Initiatives and Accomplishments:

- Played an instrumental role in leading information warfare efforts to help ensure capitalization on the information vulnerabilities of enemies.
- Saved more than 100 man-hours annually in research through development of enterprise-wide data repository system to store all IO doctrine.
- Recognized by Chief of Naval Operations for contributions to strategic diversity commitments impacting Navy-wide diversity programs.
- Provided Information Dominance expertise and offered guidance on Command, Control, Communications, Computers, Collaboration, and Intelligence architecture and capabilities to support tactical decision making for critical events and exercises.
- Orchestrated the development and implementation of two new communities that increased cyber warfare capabilities, the Cyber Warfare Engineer and Cyber Chief Warrant officer positions. Defined scope of accountability, position structure, training, and promotion strategies.
- Led Cyber Operations Working Group that provided vital support to future DoD cyber warfare requirements.

**United States Navy
Commander, JTC-I
7941 Blandy Road, Suite 100
Norfolk, VA 23551
07/2005-08/2008**

Command Operations Officer/ Special Security Officer (SSO), Joint Transformation for Intelligence

MANAGED 7 DIVISIONS COMPRISED OF 50 OF PERSONNEL. Oversaw operations, supply, facilities, budget, contracts, Civilian Personnel Office, and multi-media. Provided a variety of operational support services essential to the daily operation of the organization. Gathered and analyzed customer requirements, mission objectives, and trends to develop overall analytical objectives. Oversaw management and administrative activities to maintain smooth flow of operations.

LED THE SENSITIVE COMPARTMENTED INFORMATION (SCI) PROGRAM and maintained accountability for the operation of all command Sensitive Compartmented Information Facilities (SCIFs). Maintained oversight of 4.5K personnel with TS/SCI clearances, 47 SCIFs, and 14 tenant commands. Handled all SCI matters and provided guidance on processes and procedures. Conducted security inspections and managed accreditations for all SCIFs.

FACILITATED SECURITY INSPECTIONS and set program benchmark for unit-wide command inspections. Provided oversight for the implementation of Security initiatives in the Joint Intelligence Laboratory, the Joint Technical Evaluation Center, and the Joint Warfighting Center.

MANAGED INTELLIGENCE SYSTEMS TRAINING PROGRAM and orchestrated delivery of 9 intelligence systems courses. Determined, recommended, and justified planning, programming, and budgeting decisions affecting intelligence training. Conducted needs assessment to identify critical training needs for intelligence operations support.

ASSISTED WITH THE CREATION OF TRAINING MATERIALS including standardized lesson plans, study guides, and curriculum materials to ensure consistency and quality of content. Maintained training aids, devices, simulators and simulations.

PROVIDED A REALISTIC TRAINING ENVIRONMENT through integration of simulations, opposing forces, and role players. Ensured personnel were thoroughly equipped to perform in a combat area.

Key Leadership Initiatives and Accomplishments:

- Managed operating budget of \$30M and property in excess of \$50M.
- Decreased security violations by 20% through development of Special Security Standard Operating Procedures that served as a guide for all SCI information.
- Implemented process improvements that reduced overall workload by 20% and improved customer service.
- Selected to serve on the Joint Intelligence Operation Center Transformation Symposium planning team. Provided key input in determining how intelligence, operations and planning staff can be integrated and can work as a more cohesive team.

**United States Navy
Commanding Officer, FIWC
2555 Amphibious Drive
Norfolk, VA 23521
10/2002–06/2005**

Web Risk Assessment (WRA) Division/Communications Officer

MANAGED TEAM OF 21 ANALYSTS providing IO web-based operational support. Analyzed all Navy Web Sites for Operations Security (OPSEC) and administrative violations in accordance to Chief Naval Officer mandate. Reviewed sites for compliance and directed remediation actions to circumvent breaches to national security.

CONDUCTED TREND ANALYSES OF CONTENT AND DATA on DoD publicly accessible Web sites. Contributed to annual OPSEC and threat assessment reports disseminated to the Assistant Secretary of Defense for Networks and Information Integration/DOD Chief Information Officer and the Office of the Under Secretary of Defense for Intelligence.

DELIVERED INFORMATION INVOLVING SENSITIVE, HIGHLY TECHNICAL ISSUES to influential internal and external stakeholders. Handled high volume of inquiries and maintained strict confidentiality with sensitive and privileged information.

INSTRUCTED PERSONNEL ON UTILIZING AUTOMATED WRA TOOLS to conduct vulnerability assessments. Provided guidance, enforced training standards, and expectations.

Key Leadership Initiatives and Accomplishments:

- Accessed more than 3.6K websites with more than 2M web pages 5 months ahead of schedule and corrected 2.5K discrepancies.
- Orchestrated the design, certification, accreditation, and productivity enhancements to the Navy's Web Risk Assessment network.
- Researched and developed automated processes that reduced manpower by 33% and increased productivity to approximately 400%.
- Designed WRA and OPSEC training that boosted productivity and increased knowledge of real-world web-based security threats and OPSEC tactics.
- Presented at the DoD-Wide Web Policy Conference promoting best practices and compliance requirements.

EDUCATION:

BS, Sociology, minor Criminal Justice, Old Dominion University, 12/1999 (with Honors)
AS, Criminal Justice, Central Texas College, 5/1996

PROFESSIONAL DEVELOPMENT:

United States Navy

Information Dominance Warfare Qualified
Surface Warfare Officer Qualified, 2001
Franklin Covey's 7 Habits Leadership Course, 2013
Navy Cryptologic Officer, 2002 (12 Weeks)
Basic Officer Leadership, 2000 (2 Weeks)

ADDITIONAL INFORMATION:

MILITARY AWARDS:

Defense Meritorious Service Medal (2)
Meritorious Service Medal
Joint Service Commendation Medal
Navy/Marine Corps Commendation Medal
Joint Service Achievement Medal (2)
Navy/Marine Corps Achievement Medal
Navy Good Conduct Medal (3)
National Defense Service Medal (2)
Global War on Terrorism Service Medal