
JESSICA CLAIRE

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OBJECTIVE

Disabled U.S. Army Retired Veteran professional seeks role as a Personnel Security Specialist within the Birmingham Veteran Affairs where I can apply my experience to promote the efficiency, protect the integrity of the service, enhance the public trust and the interests of the United States to ensure the fair treatment of the applicants and employees of the Birmingham Veterans Affairs Hospital.

PHYSICAL SECURITY AND SAFETY/TECHNICAL COMPETENCE

- Trained and certified by the Office of Personnel Management (OPM) in the Fundamentals of Suitability for Suitability and Fitness Adjudicators. Using various VHA, OPM, US codes and HSPD-12 directives.
- Able to identify the level of personnel background investigations, requirements for each investigation and timelines and defined in US Code, CFR and Homeland Security Presidential Directives.
- Reviewed security/employment information packages to assure all forms are included and complete, signed statements and other items are in order to obtain background checks.
- Alabama Police Officer Trained and Certified.
- Performed quality security file reviews of personnel security investigation actions, provided recommendations for granting/denying security clearances.
- Initiated eQip application and monitor periodic reinvestigations for the agency's personnel.
- The process to obtain the required BI level of security to perform the duties as a Personnel Security Specialist has been initiated.
- Trained in the use of the Position Designation Automation Tool (PDT) to determine the proper designation of a position and its required corresponding level of investigation, the position description and any other necessary supplemental information.
- Certified by the Law enforcement Training Center (LETC) in VA Physical Security by the interpretation of VA Physical Security Manuals.

WORK HISTORY

Human Resources Assistant (PIV) GS-7, 04/2018 - Current

Birmingham Veterans Affairs Hospital – City, STATE

- Prepared monthly, weekly and daily logs using Microsoft Excel and Office.
- Maintained and scheduled complex calendars.
- Assisted with meetings and presentations within the facility.
- Registers/enrolls Applicant into the PIV system, and ensures completion of background check. Approves issuance of the PIV card.
- Review background investigation documents for completeness and submit to OPM.
- Visually review copies of identity source documents.
- Verifies identity and verifies background investigation status in the Office of Personnel Management (OPM) database. To proceed with issuing a PIV Card, ensures the Special Agreement Check (SAC) is favorably adjudicated and the National Agency Check with Written Inquiries (NACI) or higher background investigation must be, at minimum, "initiated" in the OPM system.
- Follows HSPD-12 Directives.

Volunteer Services (Program Support) GS-7, 08/2017 - 04/2018

Birmingham Veterans Affairs Medical Center – City, STATE

- Identified, developed, and implemented an inventory management system to better track and utilize donated items in support of Birmingham VA Medical Center (BVAMC).
- Responsible for overseeing the planning and execution of the Volunteer Orientation Program.
- Records Manager developed and implanted a filing system improving the Volunteer Records within the Service.
- Worked with the facility service chiefs to development of duty positions and duty descriptions for volunteers to work in the services.

Lead Police Officer, Sergeant GS-7, 2002 - 08/2017

U.S. Department Of Veterans Affairs – City, STATE

- Detected and apprehended any unauthorized personnel.
- Maintained accurate and detailed logs of all events that occurred during each shift.
- Processed and logged accurate and detailed incident reports.
- Verified each individual's right to enter restricted areas and denied access to unauthorized persons.
- Prevented crimes through careful observation and investigation of suspicious and unusual behavior.
- Enforced General Services Administration (GSA) policies by anticipating potential security breaches.

Platoon Sergeant, Military Police (GS-12 Equivalent), 2007 - 2014

US Army National Guard – City, STATE

- Served as custodian of classified documents.
- Communicated urgent orders and directions effectively to platoon of 30 personnel.
- Supervised teams in support of security and installation law and order operations.
- Planned crime prevention measures and operated police desks.
- Reviewed disciplinary and other adverse actions and made recommendations.

EDUCATION

High School Diploma

Curry High School - Jasper, AL

No degree obtained: Liberal Arts

University Of Maryland - Mannheim, Germany

Alabama Peace Officers Standards and Training Commission: Law Enforcement, 1997

University Of Alabama - Tuscaloosa, AL