

**Alvah Walter Moore Jr**  
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**Objectives: Quality Control Specialist, Document Specialist, Human Resource, Customer Service, Document File Clerk**

**Clearance Level: Secret.**

**Summary of Skills:**

- **Leadership, Quality Control Specialist, Document Specialist, File Clerk, Building Document, Development of Schedules, Updating a Data Base, Mentoring, Valid Driver License**

**Work Experience:**

**August 25 2015 to Present**  
**Document Specialist and File Clerk**  
**APEX Systems LLC**  
**Prime: Lockheed Martin IS&GS**  
**Fort Belvoir, VA**

- Worked as a scanning machine operator to prepare documents for scanning, filing, and data retrieval. Documents and files to be incorporated into the Electronic Data Management System include: hardcopy and electronic source files, photographs, individual frames from video tapes, and other historical records.
- I was responsible for the quality control of scanned documents, meeting productivity targets, and interface documents with COTS software applications to include, but not limited to veFOIA or Retrieval Ware or Optical Character Recognition (OCR).
- Responsible for securing classified files and uploading sensitive information to different databases in Excel.
- Experience with production scanning, Fujitsu scanners, Kofax Capture VRS Image Elite software, Windows 7 Dell workstation with Adobe Standard, Excel, SharePoint files.

**Quality Control Specialist**  
**APEX Systems LLC**  
**Prime: Lockheed Martin IS&GS**  
**Fort Belvoir, VA**

- Worked the Electronic Data Management System include: hardcopy and electronic source files, photographs, individual frames from video tapes, and other historical records. I was responsible for the quality control of scanned documents, meeting productivity targets, and interface documents with COTS software applications. I followed the scanning Standard Operating Procedure and ensure that all scanned materials are returned to the original collection and location. I provided excellent organizational skills, the ability to differentiate between artifact types and the ability to determine the

best method of scanning. Must have strong attention to detail, ability to follow procedures, and produce high quality results. Active DOD Secret Clearance.

- Experience with production scanning, Fujitsu scanners, Kofax Capture VRS Image Elite software, Windows 7 Dell workstation with Adobe Standard, Excel, SharePoint files. Use of equipment with CAC readers and DoD information technology procedures. Maintaining logs and report documentations. Handling time sensitive and confidential materials. Responsible for securing classified files and uploading sensitive information to different databases in Excel. Stores documents in proper areas in facility. Ensure all information in alignment with security awareness briefing. Uploads individuals' personal information into specified databases and review and print daily worksheets of all classified tasks.

**February 24 2013 to Present**  
**Human Resource Specialist for 354<sup>th</sup> Civil Affairs Brigade (Reservist)**  
**United States Army Reserves/ Riverdale MD**

- Prepare and processes awards, evaluations, promotion packets, leave request, orders, ID cards, and other personnel actions.

**June 2012 to February 24 2013**  
**Education Clerk and Section Leader for Charlie 1/10**  
**United States Marine Corps/ Camp Lejeune NC**

- Teach and mentor subordinates in the education of their job skills and test their knowledge of the skills needed to complete the job. Expand their job skills by teach what they need to improve to get promotions and advancements. Developing and updating Data Bases. Data input, Document creation, Input Personal Data into Archive System, Section Leader.

**February 2011 to June 2012**  
**Section Leader for Golf 2/12 5/10**  
**United States Marine Corps/ Camp Lejeune, NC and Okinawa Japan**

- Supervisor of a section, Teaching and education Personnel in my Unit to advance their skills and education in their careers, grading and test people in my unit.

**December 2007 to February 2011**  
**TBS Schedule Clerk for The Basic School Scheduling office**  
**United State Marine Corps, Quantico, VA**

- Manage and maintains schedules, Participated in training meeting, Completed all tasks assigned to my work section, Distributed and organized training and development schedules, Developing and updating Data Bases. Data input, Document creation, Input Personal Data into Archive System.

**May 2005 to December 2007**  
**Artillery Cannon crewman for Artillery Instructor Battery**  
**United State Marine Corps, Quantico, VA**

- Teaching Officers in Artillery Job Skills, Mentoring fellow Marine Enlisted and Marine Officers.

**November 2003 to May 2005**  
**Section Leader/ Office Clerk for Charlie 1/10**  
**United States Marine Corps/ Camp Lejeune NC**

- Leading a team of Military Personnel in Combat overseas, Data input, Document creation, Data base updates, Input Personal Data into Archive System.

**May 2000 to November 2003**

**Artillery Cannon Crewman for Bravo 1/10**

**United States Marine Corps/ Camp Lejeune NC**

- Performing My Duties as Artillery Cannon Crew.

**Education and Training:**

**May 1992**

**Deering High School**

**High School Graduate.**

**Portland, ME.**

**September 2001**

**Marine Corps Institute: Certificate Major: Terrorism Awareness**

**Washington, DC.**

**September 2001**

**Marine Corps Institute: Certificate Major: Leadership**

**Washington, DC.**

**September 2001**

**Marine Corps Institute: Certificate Major: Personal Financial Management**

**Washington, DC.**

**February 2012**

**Marine Corps Institute: Certificate Major: Sergeants Distance Education Program**

**Washington, DC.**

**June 2012**

**Marine Corps Institute: Certificate Major: Staff Noncommissioned Officer Career Distance Education Program**

**Washington, DC.**

## **REFERENCE SHEET**

### **Professional Reference**

**Jamie Hinchey | Account Executive | Apex Systems**  
**3190 Fairview Park Drive, Suite 200 | Falls Church, Virginia 22042**  
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**Darlene Czaikoski Work Phone: 703-432-6416**  
**TBS S-3**  
**Quantico, VA**

### **Personal Reference**

**Rita Margaret Loudermilk Work Phone: 703-378-8813**  
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