

Bryan E. Gee

608 Hefner Dr. Allen, Texas (214) 395-1084 begee217@gmail.com

AWARDS AND RECOGNITIONS

- Achieved Excellence Performance rating for the 2018 Performance Plan & Appraisal
- Selected to serve as Primary Reviewer for Internal Self-Inspection Tracking and Evaluation (INSITE) Audit
- Selected with other subject matter experts to assist and develop ISO-1 training material for Public Safety cases
- Selected with other subject matter experts to assist and develop ISO-2 training material for Public Safety cases
- Selected with other subject matter experts to assist and develop ISO-2 training material for Notice to Appear (NTA)

ADJUDICATIVE EXPERIENCE GS-1801-5/7/9

January 22, 2017 to Present

- I-130 Petition for Alien Relative SME
- I-131 Application for Travel Document
- I-765 Application for Employment Authorization
 - C9, C8
- I-765 & I-131 Combo cards

QUALIFYING FACTORS FOR GS-1801-11 - Over the last year as a GS-1801-9

- Selected by management to grant or deny complex and highly sensitive applications and petitions for immigration benefits in coordination with Immigration and Customs Enforcement (ICE) and the Drug Enforcement Agency (DEA).
- Utilizing SAS Enterprise Guide for daily reports and case distribution.
- Daily duties include performing individual research, data analysis, utilizing the application of multiple electronic systems and sources to ensure the proper application of laws and regulations to ensure the correct course of action is in complex cases.
- Perform daily reports to analyze cases utilizing advanced electronic systems, including the Standard Management Analysis & Reporting Tool (SMART/ORACLE), pulling data points for the timely processing of application and petition decisions.
- On a daily basis perform security checks on National Security, Public Safety, and TECS concerns
- Daily communication of final adjudicative responses with officers, petitioners and beneficiaries through electronic documentation.
- Weekly interaction with Immigration Customs Enforcement (ICE) officials concerning National Security, Public Safety cases, and Notice to Appear (NTA) for immigration law violations.
- Determine applicant and petitioner credibility through analyzing evidence supplied in file and research through electronic sources.

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PROFESSIONAL EXPERIENCE

Immigration Services Officer (ISO) - GS-1801-7/9

February 8, 2017 to Present

Security and Fraud Team - Background Check Unit (BCU)

Texas Service Center - 7701 N. Stemmons Freeway, Dallas, TX 75247

Full time position, 40-hour work week

GS-1801-09, Step 1, \$54,120, January 20, 2019 to Present

GS-1801-07, Step 1, \$44,244, January 21, 2018 to January 20, 2019

Supervisor: Joseph Ursery (214) 962-1523

- Weekly development and maintenance of Standard Operating Procedures (SOP) for Background Check Unit's National Security, Public Safety, and general guidelines based off of the Immigration and Nationality Act (INA), precedents, and the Consolidated Handbook of Adjudication Procedures (CHAP)
- Selected by management to grant or deny complex and highly sensitive applications and petitions for immigration benefits in coordination with Immigration and Customs Enforcement (ICE) and the Drug Enforcement Agency (DEA)
- Perform daily reports to analyze cases utilizing advanced electronic systems, including the Standard Management Analysis & Reporting Tool (SMART/ORACLE), pulling data points for the timely processing of application and petition decisions.
- Analyze complex cases and decisions based on judicial precedents, evidence, and regulations.
- Daily individual research and application of multiple electronic systems and sources ensuring proper application of laws and regulations in approving or denying immigration benefits.
- Research and resolve records to identify subjects who may need to be referred to Immigration and Customs Enforcement (ICE) for possible arrest or removal.
- Input information into the Fraud Detection and National Security Data System (FDNS-DS).
- Write detailed analysis to support Referral to ICE (RTI) due to Egregious and Non-Egregious public safety concerns.
- Create Notice to Appear (NTA) for ICE referrals.
- Daily completion of National and Public Safety security checks.
- Review and adjudicate classified forms, I-765, I-131, and I-130 for immigration benefits enforcing and administering current immigration laws, while considering precedent decisions, administrative policies, and balancing appropriate officer discretion.
- Communicate with investigators and record owners from local, state and federal law enforcement agencies to identify and resolve national security or public safety issues and assist with investigations by providing updated information to law enforcement officers.
- Independently research, interpret, and analyze referred petitions and applications using Lexis Nexis Accurint, Thomson Reuters Clear, Automated Targeting System (ATS-P), Consular Consolidated Database, Customer Profile Management System (CPMS) and ENFORCE Alien Removal Module (EARM) to write logically sequenced, clear and concise memorandums detailing findings.
- Upon confirmation of a threat, investigate immigrant and non-immigrant aliens to identify National Security, Egregious or Non-egregious Public Safety cases for further investigation.
- Train and review new and current officers on Background Check Unit processes and Upfront Bounce procedures.
 - Provide continuing support by answering questions.

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- Special projects include
 - Protégé for Cohort9 Mentorship Program
 - Currently training for SAS Enterprise Guide Programmer Level 1
 - Upfront Bounce Team
 - INSITE Primary Review Officer

Immigration Services Officer (ISO) I - GS-1801-5/7

January 22, 2017 to February 08, 2018

Benefit Examination Services Team (BEST)

Texas Service Center - 8001 N. Stemmons Freeway, Dallas, TX 75247

Full time position, 40-hour work week

GS-1801-07, Step 1, \$44,244, January 21, 2018 to January 20, 2019

GS-1801-05, Step 1, \$34,999, January 22, 2017 to January 21, 2018

Supervisor: Melissa Cobb (214) 962-2640

- Reviewed and adjudicated classified I-765 Application for Employment Authorization, Form I-131 Application for Travel Document and Form I-130 Petition for Alien Relative for immigration benefits enforcing and administering current immigration laws, while considering precedent decisions, administrative policies, and balancing appropriate officer discretion.
- Communicated with investigators and record owners from local, state and federal law enforcement agencies to identify and resolve national security or public safety issues and assist with investigations by providing updated information to law enforcement officers.
- Independently researched, interpreted, and analyzed referred petitions and applications using Lexis Nexis Accurint, Thomson Reuters Clear, Automated Targeting System (ATS-P), Consular Consolidated Database, Customer Profile Management System (CPMS) and ENFORCE Alien Removal Module (EARM) to write logically sequenced, clear and concise memorandums detailing findings.
- Upon confirmation of a threat, investigated immigrant and non-immigrant aliens to identify National Security, Egregious or Non-Egregious Public Safety cases for further investigation and routed them to the appropriate officer in a timely manner.
- Reviewed, assessed and analyzed information from various databases such as TECS, National Crime Information System (NCIC), Customer Profile Management System (CPMS), Identity Verification Tool (IdVT), Federal Bureau of Investigation (FBI) National Name Check Program (NNCP)
- Ensured the appropriate processing of electronic and physical records relating to benefit investigations and difficult cases was conducted in a timely, efficient, and accurate manner.

Program Director

September 1, 2015 to January 21, 2017

Honor, Courage, Commitment

13625 Neutron Rd. Dallas, TX 75244

Full time position, 40-hour work week

Salary: \$89,000

Supervisor: Cliff Sosaman (469) 235-2366

- During the first 30 days of employment I conducted a needs assessment. With this new information I then teamed up with Southern Methodist University, the Cox School of Business, and the Caruth Center for Entrepreneurship. Using my abilities to negotiate within a multicultural group I was able

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to streamline a 16-week entrepreneurship course down to a 12-week course while also adhering to strict budget constraints of a 501c(3) nonprofit.

- Oversaw the application process, oral board interviews, one on one interviews, and was the selector of program participants.
- Created the Veterans Entrepreneurship Training Program (VET), a 4-tier business development curriculum and training for new and existing businesses.
- Worked directly with United States Congressional members and appointees in the development of veteran owned business initiatives.
- Vigilantly developed ways to enhance the efficiency and productivity of procedures and people.
- Analyzed reports prepared by managers, business owners, and consultants to determine progress of participants in the Fellows Program.
- On a daily basis assisted in raising funds, acquiring volunteers, instructors, and obtained equipment to support the mission of Honor Courage Commitment's programs.
- Responsible for reviewing the development of multiple business plans, all in different theaters of business for investor meetings.

Chief of Police

July 4, 2004 to September 1, 2015

Josephine Police Department

201 N Main St, Nevada, TX 75173

Full time position, 40-hour work week

Salary: \$40,000

Supervisor: Elly Elder (972) 989-1100

- On a daily basis utilized National Crime Information Center (NCIC) and Texas Crime Information Center (TCIC) in the new and ongoing investigations.
- Worked with the Federal Bureau of Investigation (FBI), Texas Rangers, and other Police departments in the investigation, arrest, and indictment of high profile sex offenders.
- Coordinated and provided assistance with ICE, Sheriff's Department, and State Troopers investigating incidents, personnel, officer applicants and investigations inside and outside of the Josephine Police Department.
- Aggressively pursued the growth and continuity of relationships between Police, County Sheriff's Department, Neighboring Police Departments, Highway Patrol, and the Bureau of Alcohol, Tobacco, Firearms, and Explosives (BATFE) officers.
- Maintained an in-depth knowledge of federal and state statutes, court cases related to work performed and agency rules and regulations.
- Coordinated activities with supervisors and other City departments, exchanged information with officers in other law enforcement agencies, the District Attorney's Office, Circuit Court, and other government agencies. Obtained advice from the City Attorneys, Court Administrator, and Municipal Prosecutor's Office regarding cases, policies and procedures.
- Developed policies and procedures for the department mandated by law, to ensure efficient operations of the department, and implemented directives from the City Council or Business Administrators.
- Evaluated all automated and non-automated systems with the submitted documents for possible fraud. Detected documents that appeared to be counterfeit or altered through knowledge of special security techniques and features. Referred these cases of possible fraudulent documents to the District Attorney for further review.
- Granted and denied applications or petitions for the release of recorded history and files based on electronic and paper files through Freedom of Information Act requests (FOIA).

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- Had the responsibility of performing difficult background security investigations of potential police candidates. Ensuring accountability and quality standards were met.
- Attended community events and council meetings to give briefings on department conditions or other undisclosed information vital to municipal operation and well-being.
- Lead in the development of new standard operating procedures and training manuals. Established long-range work plans to increase production among officers and coordinated steps for implementation.
- Ensured that laws and ordinances were enforced and that public safety and peace was maintained.
- Received, inspected, and cataloged all evidence, drug and non-drug, as well as legal documents and computer hardware submissions.
- Selected to fill the role of Firearms Instructor, committed to provide the highest quality, most up-to-date, cost effective, and comprehensive law enforcement firearm instructor training available.
- Certified compliance to state education requirements for peace officers.
- Maintained professional and calm demeanor during emergency situations.
- Drafted staffing and budget proposals for yearly audits and to gain approval of city council for overtime allocation, while staying within budget.
- Demonstrated ability to research and resolve inquiries involving technical and complex information.
- Relayed information directly to officers in the field, giving them the information they needed at the time to complete their assignments.

Military Work History

3rd Battalion 4th Marines, 7th Marine Regiment, United States Marine Corps Camp Pendleton, CA
Infantry Marine - October 24, 1994 to December 30, 1996
Supervisor: Shane Chadwell (405) 412-2587

Education

Attending Full Stack Developer Certification at SMU January 2021 to July 2021
Bachelors in Business Management - In Progress
Associates Degree in Liberal Arts - 3.25 GPA

Training

National Crime Information Center (NCIC)
Legislative Session Legal Updates
Identity Theft
Racial Profiling
Police Officer Supervisor Training

Texas Crime Information Center (TCIC)
Special Investigative Topics
Sex Offender Characteristics
Sex Offender Registration Training
Intermediate Arrest, Search, and Seizure