

Suham Kamala

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Dear Sir or Madam,

I am a dynamic, performance-oriented, management professional with extraordinary team building and interpersonal skills. I adapt to widely varied environments, perform both independently and as team member, have strong ethical values and integrity, promote professionalism, diversity, and respect. I thrive in a fast-paced environment that is consistently moving and challenging my creative potential. I possess the qualifications necessary to make an immediate positive contribution to any location. Ability to plan, organize, coordinate, manage critical, time sensitive projects that require extensive coordination across organizational lines within the Mission, the Department, USG agencies, non-governmental, private organizations, and contractors. I have been working with the United States Army for Operation Iraqi Freedom / New Dawn from 2005 to 2016 on a variety of different projects and operations in Iraq. I have worked in positions as a Site Lead Manager, IT Management, Operational Management, and Cultural & Political Advisor. Ability to manage critical, time sensitive projects that require extensive coordination across organizational lines within the Mission, the Department, USG agencies, non-governmental, private organizations, and contractors. As a Subject Matter Expert I worked as DoD Liaison with base commanders to finish mission on time within budget and accomplishing goals. As a Site Lead Manager and IT Manager maintaining security of all classified information to include voice communications and hardcopy materials, develop and provide reports, charts, and briefings as requested by the government and according to CENTCOM commander's policies. The drawdown mission in Iraq had many risks such as security team support, logistics, movements, transportation, coordinating and tracking transportation and equipment requirements based on property books to support other military bases in and out of the country. Answering phones and routing concerns to the proper Mayors cell action officer. As experienced IT I maintained independent responsibilities for day to day system configuration and problem solving. I am accustomed to work in an environment where time management, productivity, consistency and multi-tasking are crucial. Moreover, my versatility ranges from following, to establishing goals. Additionally, I thrive on challenge and diversity of projects and welcome added responsibility.

The missions I contributed to in Iraq were successful and have solved numerous problems and handled a multitude of difficult situations between the Iraqis and U.S Army officials. Accurate information and clear communication are key ingredients for handling delicate situations such as drawing down forces, closing bases, wrongful deaths, accidents, personal injury and property loss. I have maintained independent responsibilities for day to day operations and mission judgment.

I am ready and willing to make an immediate positive contribution to any location in Middle East. I am always eager to learn, and adapt quickly to new tasks and environments. I look forward to hearing from you to further discuss my qualifications and how they can meet your needs. Please feel free to contact me at the below telephone number or e-mail. I look forward to hearing from you soon.

Thank you for your time and consideration.

Sincerely,

Suham Kamala

Suham Kamala

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Labor category: Global War on Terror			
Name:	Suham Kamala	Clearance Level:	DoD Secret Clearance
Address:	911 Cumberland Dr	City, State:	Kissimmee, FL 34759
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Relevant Professional Experience

- Extensive knowledge and experience with the Global War on Terror, Middle Eastern cultures, politics, religions, social, tribal, and ethnic advisor. Subject Matter Expert Fluent in English, Arabic and Kurdish Languages.
- Capable to achieve goals possesses strong work ethics and will immediately benefit any professional organization. Identify and manage company & government resources to complete projects on time and within budget.
- Exceptional skills in working with managers, government officials, and leaders in times of crisis to provide assistance where and when needed. Strong computer background and leadership management.
- Organized a wide range of duties for all government and United State Army needs. Motivated to work efficiently without direct supervision in any environment, handling many tasks simultaneously; able to prioritize workload and multi-task to exceed all the expectations. Supporting Regional Security Section in U.S Embassy-Baghdad.
- Flexibly react to changes in priorities and directions, assumed increased responsibilities as needed.
- Ability to work with people from diverse backgrounds, cultures and professional levels enables me to create and foster a unified team environment resulting in reaching organizational goals and objectives.
- Proficient in the use of Microsoft Office Applications (Word, Excel, Access, PowerPoint, Outlook email, Publisher, SharePoint, InfoPath & Internet), Windows 7, 8 & 10, Data Base Management, Microsoft Project, & Multi-Media.
- Prepared projects on multiple programming languages such as Visual Basic, C #, Java, C++, Microsoft Office, Web Design, Adobe Photoshop, Premiere, Illustrator, Internet Ethics, Information Systems, hardware and Software installation, and in-depth proficiency with new technology.
- Over 25 years as a professional in operations, mentoring, coaching, evaluating, and instructing multi-levels of staff and special expertise in multiple fast paced office environments, strong computer background, and leadership management. Well organized, hard worker, team player, strong analytical experience, and strong attention to detail.
- Department of Defense Secret Security Clearance. DoD Letter of Authorization GS 13 Level of responsibility and experience. Completed DoD CRC, U.S Embassy Badge Escort card, Photo card, and CAC card.
- A high-energy, enthusiastic and dependable individual who excels in challenging and competitive environments. Able to assume supervisory responsibilities in absence of managers.
- Extremely dependable, diligent, flexible, and eager to accept new challenges.

Education and Training Background

Academic, Achievements and Awards

National University, San Diego, California 2002-2004

Bachelor of Science in Computer Science Engineering

Awarded Outstanding Software Group Project in San Diego, CA 2004

Southwestern College, Chula Vista, California 2001-2002

Associate of Science in Computer Information System/PC Support Specialist

Awarded Academic Outstanding College Student in America 2002-2003

Certificate of Computer Graphic and Digital Image 2002

Certificate of Office Equipment, Peripheral Devices & Electronics 2002

United State of Army/Global War on Terror/Operation Iraqi Freedom

Baghdad Victory, Slayer, Liberty, Balad, Tikrit, Ramadi, Basra and Tallil Military Base Iraq 2005-2013

Awarded as the Arabic Political and Culture Advisor/Operation Iraqi Freedom

The State of Georgia Commendation Medal for over 100 combat missions/Department of Defense

The State of Minnesota Commendation Medal Ribbon With Pendant

The 10th Mountain/ 2nd Battalion Appreciation Certificate / Global War on Terrorist

The 82nd Sustainment Brigade Combat Team / Airborne Appreciation Certificate

OSC-I Commendation Medal / BOS-I DoD Certificates and Award for Operation Sweep Clean

SOSi Appreciation Certificate / Operation New Dawn - Department of Defense 2009-2010

L-3/Titan Awarded for 18 Month of Faithful and Dedicated Service in Iraq / OIF 2005- 2007

ANS/DoS/RSO Awarded Servicing Badge Office in US Embassy, Baghdad, Iraq 2014-2016

Specific & Relevant Work Experience

U.S DEPARTMENT OF DEFENSE

Global War on Terror

Company,	All Native Services	Feb 2014- Present
Location	U.S Embassy, Baghdad - Iraq	
Title:	Security Badge Technician	RSO Badge Office

- Provide operational support to the United States Department of State and Department of Defense with analytical support services in the field of biometrics and State Department SMSE Badge Printing System, DoS Photo Badge Printing, Vehicle Placard Printing System, BAT/BISA Enrollment System, Badge Printing & Issuing System. DOS Online USMI Badge Application and Clearance Database System. Services include analysis of information from

biometrics, technical devices and multi-source data. Utilize multiple computer systems and databases to verify badge status and government clearances for DoS & DoD personal, contractors, visitors, and liaison personnel, including persons from other agencies within the Intelligence Community. Create, manage, and print badges for staff, contractors, liaisons, permanent visitors, and others as directed. Processes all badge request and renewal forms, checking for proper authorization, vendor codes, clearance actions, etc. Work closely with multiple Security offices to process work. Assist with reporting requirements as requested. Process and scan completed paperwork to appropriate offices. Process all incoming material (badges, credentials, etc.) and update appropriate databases with current information.

- Managed appointments, scheduled, and approved for sponsors (PAE, SOC, HRO, OBO, Taylor, ABM, Triple Canopy, USAID, DESBUILD, DoD and DoS staff) requesting biometric appointment.
- Approve all biometric appointments schedule, monitor and make sure sufficient time is allotted for each company request and all applicants are in correct status for biometric enrollment in BAT.
- Biometric Enrollment Systems with Tactical High-Threat Operation Response (THOR). Input accurate personal data, identification, Face Photographs, Irises Scan and Fingerprints to EFT THOR data file.
- Submit DSPASS enrollment application completions, uploads EFT file to SOFEX Identity Operations.
- Responsible for Security Management System Enterprise (SMSe) connecting the Global Forces Diplomatic Security to print new badges and renew badge, disable badges, monitoring badge pick up, verify RSO briefings attendance for U.S Citizens, Third Country Nationals and Local Nationals.
- Manage Badge office supplies, order and receive badges, badge holder, lanyard, cartridge and laminations, request via Ariba Overseas Integrated Logistics Management System-ILMS GSO Supplies.
- Controls office supply stock and reorders as necessary. Provide monthly Badging inventory reports.
- Biometric Identification System for Access (BISA) enrollments for State Department, Contracting Companies, get the fingerprints, pictures and iris recorded in Card Management System (CMS), confirm all enrollments by BAT system. Manage SharePoint Application data and folders.
- Manage Card Reader System error for Badge issuance via SEEK when badge does not read fingerprint via CMS, the badge will be verified via SEEK and TBS (Tactical Biometric Services) notified via print tracker.
- Report CMS & SMSe daily Baghdad, BDSC, Erbil, and Basra to RSO (Regional Security Office).
- SME Escort duties include escorting US Citizens, local nationals and foreign nationals with restricted access as directed by the RSO around the embassy compound-buildings. Verify names & appointment dates. Immediately report any violations or issues to the supervisor or RSO.

Company,	ABM/LINC Government Services	Nov 2010 – Jan 2014
Location	Baghdad, Victory, Ramadi & Embassy, Iraq	
Title:	<i>Site Lead Manager/Operations Management Information Technology (IT) Management</i>	<i>OSC-I - DLITE Operation BOS-I Closure Operation</i>

- Acting Director of Operation Management for all (Operation Security Cooperation-IRAQ) OSC-I Linguist on Theater (Union III, Taji, BDSC, Basmaya, Erbil, UmmQasr). Managed personnel performance, professional development, deployment and Linguist hiring and moves in the theater.
- Responsible for Direct Recruit Local National Hiring, Escort, Screen, Interview, Language Test, Medical Test, Process Vetting, Biometric Enrollment, Complete U.S Embassy BEC/NEC Badges.
- Provided administrative support pay, housing, and travel of linguists. Insured linguist health, morale and welfare requirements were met by company policies. Managed and supervised movement operations for new linguist entering and departing the Iraqi theater through Air Movement or Convoy. Arranged transportation via convoy and air for onward movement into the theater.
- Identify issues for linguist, and customer (U.S Forces) in the assigned area of operation. Manage day to day actions to ensure company is providing quality service and support to (U.S Army) & Linguist.
- Ensure that all customer (U.S Army) requests are met on day to day operations. Handle administrative matters concerning the linguists duties, escorting, recruiting, hiring, testing, vetting, biometric enrollment, housing, ensure the linguist health, morale, and welfare requirements are met.
- Base IT Advice & Assistance Team (BOS-I) Closure Operation. Responsible for all government IT property on the sites totaling over 2,150,000 line Government items valued at over \$900M from acquisition to disposition. Tracks the movement of property by coordinating, preparing, and documenting applicable forms to accomplish a change of ownership accountability or location in accordance with applicable government regulations, customer contracts or corporate policy. Determines property acquisition requirements, product availability, and authority to fulfill company program or contractual obligations. Collects, compiles, and analyzes data to develop and maintain the progress of base closures throughout the Joint Area Operation – Iraq.
- Maintaining records of basing board decisions (BOS-I) pertaining to the Base Camp Complex. Conducting periodic inspections of occupied structures and terrain. Maintaining inventory of structures, facilities, motor pools, and open spaces on base. Developing and maintaining the Base Closure Master Plan. Providing updates, briefs, and charts to the U.S Army Commanders& Operations Manager as required management for BOS-I operations.
- Established and directed group team participating in base closure operation. Team was highly recognized for performance excellence and received high accolades from government officials. Managed logistic support

personnel; monitored overall expense allocations and reporting procedures; accountable for master Mayor Cell Housing occupied terrain key controls, land releases, changes for daily inventory reports, and provided follow-up resource support, mentorship, coaching, and role modeling.

- Managed logistic inventory and reconciliation, to facilitate a responsible demobilization plan. Developed a safety and security program, safety procedures and effective risk management resulted in no accidents during the drawdown, and key control during demobilization and deadlines for civilian and U.S Troops.
- Responsible for all heavy equipment rented from Civilian Companies, KBR and U.S Military scheduling and setting up smooth, ongoing operations for everyone's needs to use heavy equipment and pick up Chu's and drop off for the Iraqi Army & Government Offices. Provide excellent professional operation all over theater to U.S Government to Iraqi Government with equipment transfer, commander training and logistical movements.
- Monitoring IT system resources, applying the installation and integration of system fixes, workarounds, updates and enhancements to include performance, availability, and recoverability.
- Maintained a high level of confidentiality due to sensitivity of different clients performed multi task assignments and maintained a good working balance under pressure.
- Dependable and diligent IT professional who manages multiple tasks and works well under pressure. Experience in installing, troubleshooting and repairing hardware, software and peripherals.
- Mastery of operational and management concepts, methods, and best practices to provide expert guidance to short and long term operational requirements and in developing plans that optimize operational efficiency and effectiveness in the assigned operations management and support area.

Company,	SOS International LTD	Apr 2009 – Oct 2010
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Location	Baghdad, Liberty, Victory & Falcon, Iraq
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Title:	<i>Iraqi Cultural & Political Advisor</i>	<i>IQATF Operation</i>
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- Iraqi Advisor Task Force (IQATF) provided a wide range of analytic, advisory and technical services to the Multi-National Corp in Iraq (MNC-I) through USD-C and Military Analyst.
- Gathered atmospheric information through Local National Advisors (LNAs), a network of assets, provided advice and solutions regarding political, economic, cultural, religious, and tribal issues newsworthy to the U.S Army. Ability to solve battle issues as subject matter advisor and trainer.
- Supervised Local Advisor recruiting, security vetting, hire, assignments, pay and travel movements.
- Collected analytical information and produced atmospherics daily reports to Military Analysts.
- Established excellent networks and gathered valuable information from the local advisors regarding local and regional issues solved complex information gaps for the U.S Army quickly and effectively.
- Ability to work with people from diverse backgrounds, cultures and professional levels enabling me to create and foster a unified team environment resulting in increased possibilities of reaching and exceeding organizational goals and objectives. Cultural & Security Decision Making on daily basis.
- Analyzes the information and produces written products and advices based on information gathered from LNAs to the MND-B and USF-C based on each respective command's priorities.

Company,	L-3 Communication/Titan Corporation	Jan 2005 – Apr 2009
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Location	Baghdad, Liberty, Tallil, Ramadi & Tikrit
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Title:	<i>Advisor for Operation Iraqi Freedom</i>	<i>Global War on Terrorism</i>
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- Developed excellent relationship between Iraqi leaderships, sheikh tribes and US Army Commanders.
- Provided excellent investigation, and information gathering techniques inside and outside the base.
- Iraqi foreign claim legal expert, maintained accuracy of data base for over 10,000 cases. Settle cases with attorney under confidentiality. Paid over \$10 million to the central and southern region of Iraq.
- Military Advisor for U.S Forces daily mission in Victory, Liberty, Stryker, Slayer, Abu-Ghraib, Justice, Falcon, Union III, Prosperity, Taji, Sather, Balad, Anaconda, Mosul, Kirkuk, Tikrit, Speicher, Ar Ramadi, Al Assad, Kalso, Diwaniya, Scania, Sather, Tallil, Basra, Umm Qasr, and Bucca Bases.
- Experience of counter terrorism, counter intelligence investigations and translation experiences with U S Military Cidny System and prepared daily SitRep regarding security, tribal, economy issues.
- Working closes with Iraqi Forces and US Army to achieve goals, requirements, give advice and resolve their daily security issues & concern with Government personnel and US Forces.
- Coordinate with various commanders for operational support activities of the unit and serve as a liaison between Iraqi Government and operating unit in the resolution of day-to-day operational problems. Identify psychological operation, security & economic stability, tribal & government connections, military educations, urban infrastructure and other government issues.
- Managed critical relief and aid programs, delivered humanitarian supplies to Villages.
- Assisted Site Manage with administrative tasks, and arrangement of linguist pay, housing, and travel.
- Supervised linguists' movement entering and departing the Iraqi theater through Tallil, Balad & Sather.
- Subject matter expert, resourceful problem solver with proven ability to bring quick resolution to complex situations as well as building lasting relationships within the customers and leaderships.