***Sco Thelemaque***

430 Cityheights Drive

Atlanta, GA 30308

(617) 803-5644

Email: scothelemaque@yahoo.com

***QUALIFICATIONS:***

* Work well without supervision
* Strong Management Skills
* Multilingual English/French/Haitian-Creole with the ability to translate
* Strong Ability to prioritize and work well under pressure
* Excellent customer service skills
* Exceptional Marketing Management Skills
* Skilled at learning new concepts quickly
* Secret Security Clearance
* Certified Business Consultant
* Fulton County Notary Public
* Global Development Researcher/Advisor
* WASH Certificate
* HSE Certification
* Supervising Peer Support Specialist Certification
* Department of Veterans AffairsVeteran Service Representative Certified
* Cyber Security Certified
* Lean Six Sigma Green Belt Certified
* Project Management Certified
* Field Training Officer Certified
* Force Protection Officer Certified

***EXPERIENCE:***

01/16-Present **DEPARTMENT OF HOMELAND SECURITY** Nationwide

*Federal Emergency Management Agency Reserve: Disaster Survivor Assistance*

* Coordinates the implementation of disaster recovery services and programs and analyzing resource requirements and capabilities to enable program delivery and performance.\
* Administers programs and plans impacting the delivery of recovery operations and services to support individuals and communities affected by disasters through the implementation of various agency programs
* Serves as a senior Emergency Management Consultant providing advice to senior level staff and professional staff in FEMA headquarters and Regional Offices, as well as emergency management partners engaged in supporting disaster recovery for communities and individuals.
* Performs as a spokesperson at regional conferences, meetings, committees, and working groups that propose, defend, and/or criticize continuity and recovery criteria in an effort to promote and maintain a proactive recovery posture.
* Supports the coordination and development of disaster recovery training, exercises, and assistance.

05/15-01/16 **DEPARTMENT OF VETERANS AFFAIRS**  Decatur, GA

*Veterans Service Representative*

* Prepares correspondence to members of Congress and special interest groups on case assignments and other controlled correspondence
* Reviews all correspondence to private attorneys; acknowledges and revokes designations for private attorneys
* Acts as an advocate for veterans and their beneficiaries in their dealings with other VA elements and organizations that affect their claims
* Explains the full range of VA benefits and all related programs
* Makes determinations as to eligibility for the type of benefit sought and fully analyzes, develops, and requests required evidence for certain claims requiring a rating decision.
* Decides the necessity for and type of examinations, reexamination or opinions to determine the existence of or to evaluate disabilities resulting from diseases or injuries
* Develops comprehensive requests for these examinations/opinions to ensure appropriate evidence is received from which to adjudicate the claim
* Conduct special operations cases to include traumatic brain injury, veteran homelessness, and military sexual trauma (MST)
* Serves as a primary contact for the veteran and his/her representative or advocate and the decision-maker for compensation or pension claims
* Utilizes various electronic data processing (EDP) systems for inputting data related to claims adjudication, processing, monitoring, and correspondence preparation

02/14-10/14 **TRIPLE CANOPY (Temporary-Contract)** Kuwait

*Installation Access Manager*

* Expert in the field of anti-terrorism force protection
* Joint Committee partner with Kuwait Ministry of Defense, Kuwait Ministry of Interior, and Kuwait Criminal Investigation-Department for background checks on foreign nationals requesting US Department of Defense Base Access
* Performs a broad spectrum of duties, to include successfully leading a section of the Department of Defense Biometric Identification Database System (DBIDS) technology program for Camp Arifjan, Kuwait
* Positive identification through biometrics, finger printing, and retina scans while acting as primary registrar for over 8,000 U.S. and 2,000 foreign nationals daily.
* Performs a variety of duties directly related to the development and management of the installation access control program
* High Risk mitigation strategist
* Primary defense for coalition forces deployed to the Middle East in support of The Global War on Terrorism

04/13-02/14 **DEPARTMENT OF HOMELAND SECURITY** Miami, FL

*Program Specialist*

* Planning, developing, advising, coordinating and administering the program, within the framework of local command policy, guidelines and resources
* Performing a variety of complex administrative, accounting, and financial duties pertaining to the operational activities of the branch
* Maintaining inventory control of all equipment, vehicles, lodging and responsible for the purchase of equipment
* Project leader for various United States Coast Guard special events and activities

03/12-04/13 **MASSACHUSETTS BAY COMMUTER RAILROAD** Boston, MA

*Customer Service Ambassador*

* Company sales representative
* Provided assistance to traveling customers
* Properly handled large amounts of money and financial information
* Ensured the safety of all traveling personnel

04/10-02/12 **US ARMY NATIONAL GUARD** Melrose, MA

*Infantry/Training Supervisor*

* Assisted Armory staff with operational and administrative duties
* Trained new soldiers to be effective
* Assisted in natural disaster operations
* Recruitment Assistance
* Performed various escort duties for politicians
* Protective Security Detachment (PSD)

04/06- 04/10 **US ARMY** Fort Hood, TX

*Infantry/Team Leader*

* Deployed to the Middle East in support of the Global War on Terrorism
* Led missions throughout the Iraq theater of operations
* Taught different combat readiness courses
* Trained new recruits
* Recruitment Assistance
* Assisted supervisor with special projects
* Protective Security Detachment (PSD)

07/05-05/11 **AMERICAN AIRLINES** East Boston, MA

*Fleet Service/Aircraft Fueling*

* Performed routine maintenance
* Assistant Quality Control Crew Chief
* Load/Unload aircraft cargo and baggage
* Handle various shipping logs
* Properly communicated with US Customs and TSA
* Fuel/Defuel and oil numerous types of commercial aircraft
* Safe keep hazmat, environmental logs
* Towed aircraft on ramp

04/03-07/05 **DUNKIN DONUTS** Arlington, MA

*Shift Leader*

* Supervised employees during the shift
* Opened and closed the store
* Deposited money at the bank

***EDUCATION:***

**Northeastern University** Boston, MA

*B.S Leadership 06/13*

**Quincy College** Quincy, MA

*A.A History and Government 12/11*

***ACTIVITIES:***

**United Nations Volunteers** Worldwide

*Researcher*

**Virtual Organization Management Institute** Port-au-Prince, Haiti

*Honorary Global Ambassador*

**Oxfam** Port-au-Prince, Haiti

*Project Volunteer WASH (Water Sanitation Hygiene)*

**American Society of Notaries** Atlanta, GA

*Member*

**National Notary Association** Atlanta, GA

*Member*

**AFSCME** Atlanta, GA

*Union Steward*

**International Association of Professional Business Consultants** Worldwide

*Member*

**A.F. & A.M.** Arlington, MA

*Member*

**DAV** Medford, MA

*Member*

**VFW** Medford, MA

*Member*

**USO** Nationwide

*Volunteer*

**Greater Boston Legal Services** Boston, MA

*Volunteer Veteran Outreach Coordinator*

**Transport Workers Union** Nationwide

*Veterans Representative*

**Bunker Hill Community College** Boston, MA

*Volunteer Veteran Success Specialist*

**Wayside Youth & Family Support** Somerville, MA

*Volunteer Peer Leader*

**Haitian Coalition** Somerville, MA

*Volunteer Peer Leader*

**Habitat For Humanity** Killeen, TX

*Volunteer*

**Home & Hope Shelter** Killeen, TX

*Volunteer*