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| **Marisol D. Brady**  **TS/SCI Clearance**  **w/Counter-Intelligence Poly** | | |
| 636-448-7734 |  | love2sunsea@yahoo.com |
|  | **OBJECTIVE** |  |
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| To contribute meaningfully to the National Geospatial-Intelligence Agency (NGA) Critical Mission. | | |
| **EDUCATION** | **EXPERIENCE** |  |
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| *The Pennsylvania State University, Bachelor of Science, Administration of Criminal Justice*  *The Pennsylvania State University, Bachelor of Arts, Spanish*  **SYSTEM SKILLS**  *Service+ (CMDB)*  *Edocs*  *DCPS*  *Remedy*  *GRB*  *PSAM*  *Microsoft Office Suite SharePoint*  *PeopleSoft* | Parsons, 3200 S. Second Street, St. Louis, MO 63114  Principal Program Analyst  4/2020 – Present  Provide direct support, in a fast-paced and demanding environment, to the Secure Operations Group (TO), Service Performance Office (TOP) Director and Deputy Director and its Division and Branch Chiefs and associated personnel.   * Operate as the TOP Primary Information Officer developing and maintaining Fiscal Year Office File Plans in a manner conforming to the Record Management Best Practices of NGA. * Coordinate, co-facilitate and plan TOP Mission Critical and IT-centric Projects that are presented at the TO Secure Information Technology (IT) Operations Board (SIOB) Forum. * Serve as the TOP Tasker Lead adjudicating, editing and researching NGA Taskers that are assigned to TOP. * Review and maintain TOP Weekly Activity Reports that are submitted to the NGA Office of the Chief Information Officer for consideration of submittal to the Office of the Director of National Intelligence. * Operate as an After-Action Officer for all TOP critical meetings (Weekly, Division Deep-Dives, SIOB Project Reviews, etc.) * Perform budget oversight and execution and tracking for all TOP cash and time-off awards and NGA Acquisition Position Billet and Mission Required Training. * Coordinate with the TO Office of Staff Support (TOZ) on all matters related to onboarding and separation of TOP personnel. * Serve as a back-up for the TO Office of Secure Operations (TOC) when necessary to ensure continuity in the delivery of TOC IT Services. * Plan and schedule meetings for NGA VIPs when they are visiting NGA Campus West.   OG Systems/Parsons, 3200 S. Second Street, St. Louis, MO 63114  *Functional Analyst*  *10/2018 - 4/2020*  Provided direct support to the IT Asset Management Branch (TOPCA).   * Maintained and improved control of NGA’s Operational IT Configuration Items while leveraging NGA IT Asset Management Methods and Industry Best Practices. * Created, updated and enforced policies that ensured accountability and complete compliance and alignment with the Department of Defense (DoD), the Intelligence Community (IC) and NGA’s standards for effective IT Asset, Configuration and Change Management (ITAM, CM and ChgMgt). * Supported the development, enhancement and maintenance of ITAM, CM, ChgMgt and Knowledge Management (KM) Process and Procedures. * Performed data analytics and audits to identify and avoid any issues in executing or implementing ITAM, CM ChgMgt or KM Processes by relevant stakeholders. * Researched current trends and developments on Industry Best Practices for ITAM, CM ChgMgt and KM Processes. * Assisted TOPCA in related tasks, training, projects and/or admin activities.   *CACI Enterprise Solutions Inc., 3200 S. Second Street, St. Louis, MO 63114*  Program Manager  1/2017 – 10/2018  Provided direct support to the IT Asset Management Branch (TOPCA).   * Maintained and improved control of NGA’s Operational IT Configuration Items while leveraging NGA IT Asset Management Methods and Industry Best Practices. * Created, updated and enforced policies that ensured accountability and complete compliance and alignment with the Department of Defense (DoD), the Intelligence Community (IC) and NGA’s standards for effective IT Asset, Configuration and Change Management (ITAM, CM and ChgMgt). * Supported the development, enhancement and maintenance of ITAM, CM, ChgMgt and Knowledge Management (KM) Process and Procedures. * Performed data analytics and audits to identify and avoid any issues in executing or implementing ITAM, CM ChgMgt or KM Processes by relevant stakeholders. * Researched current trends and developments on Industry Best Practices for ITAM, CM ChgMgt and KM Processes. * Assisted TOPCA in related tasks, training, projects and/or admin activities.   *CACI Enterprise Solutions Inc., 3200 S. Second Street, St. Louis, MO 63114*  Lead Policy Analyst  6/2016 – 12/2016  Provided direct support to NGA’s Policy Office.   * Reviewed NGA policies for content, formatting and grammatical errors. * Provided consistent feedback to government partners on current policies being developed, rescinded or reworked. * Gathered all references, analyzing the content required for newly developed NGA policies and getting policies ready to be published in a public domain. * Partnered with fellow policy analysts to identify and develop key policies that needed to be initiated, rescinded or updated.   *SAI, 3200 S. Second Street, St. Louis MO 63118*  *Personnel Data Senior Analyst*  *10/2015 - 6/2016*  Provided direct support to the NGA Human Development (HD) Key Component.   * Supporting the mission with Official Personnel File (OPF) maintenance. * Provided excellent customer service to the NGA client regarding requests from supervisors, managers, HD Consultants, investigators, contractors and subcontractors. * Operated as only one of two individuals responsible for the thousands of OPF’s of the east and west, which included maintenance, scanning, making soft copy and hard copies for new hires and retiring personnel while maintaining 100% accurate documentation. In charge of the disciplinary case files, marking the case classification as well as notifying supervisors of such cases when they were disposed of from the various databases. * Updated personnel actions and notified other agencies regarding issues within NGA databases.   *Omnisec International Investigations, 3200 S. Second Street, St. Louis, Mo 63118*  *Senior Investigator*  *2/2015 - 10/2015*  Provided background investigations services for the DoD, the Office of Personnel Management (OPM), and Government Contractor Organizations.   * Conducted personal interviews, local and out of state court and police checks, employment and source interviews. * Interacted on a daily basis with the criminal justice community and with the diversified population. * Operated as the only bilingual officer and trainer in the St Louis/Illinois area and selected to travel to several other states to help with the backlog of cases and served as Call Center representative and was on call when fellow investigators had questions. * Worked on IC federal contracts with the intelligence community. * Performed extensive report writing for OPM for clearance adjudication, maintaining confidential and sensitive information on a daily basis when conducting 8-10 oral interviews per day. * Worked independently in a fast-paced environment by meeting critical milestones and deliverables and preparing 20-30 well organized and clear narrative reports on a monthly basis.   *US Investigations Services, 3200 S. Second Street, St. Louis, MO 63118*  *Senior Investigator*  *2/2005 - 4/2014*  Provided background investigations services for the DoD, the Office of Personnel Management (OPM), and Government Contractor Organizations.   * Conducted personal interviews, local and out of state court and police checks, employment and source interviews. * Interacted on a daily basis with the criminal justice community and with the diversified population. * Operated as the only bilingual officer and trainer in the St Louis/Illinois area and selected to travel to several other states to help with the backlog of cases and served as Call Center representative and was on call when fellow investigators had questions. * Worked on IC federal contracts with the intelligence community. * Performed extensive report writing for OPM for clearance adjudication, maintaining confidential and sensitive information on a daily basis when conducting 8-10 oral interviews per day. * Worked independently in a fast-paced environment by meeting critical milestones and deliverables and preparing 20-30 well organized and clear narrative reports on a monthly basis.   *U.S. Air Force, Hill AFB, Ogden, UT 84401*  *Security Forces/Executive Assistant*  *7/1999 - 7/2003*  Served as an Air Force Officer (Captain).   * Conducted criminal investigations, managed security police programs, training, resource protection and installation security. * Worked rotating 12-hour shifts and conducted routine and oral questioning of military personnel. * Provided business relationship executive direction and leadership for over 26 military and civilian personnel in mobility, data automation and weapons distribution. * Led the development of a new military police training program enhancing the overall security of the installation which included developing presentations for the command staff. * Operated as an Executive Officer to the Commander, effectively providing information management and support; as well as representing the Commander when receiving VIP guests and Foreign Military Members. * Created action list for command staff from board meetings and updated the Commander’s Police Databases, which included working with NCIC, NLETS and security policies. | |
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