SECURITY SPECIALIST SECURITY SPECIALIST SECURITY SPECIALIST - Defense Health HQ Washington, DC Work Experience SECURITY SPECIALIST Defense Health HQ - Falls Church, VA November 2018 to Present   Submitted time and payroll modifications reports per Company protocols.   Complied with Company and contract policies and procedures while supporting other duties as assigned by PM or Company Leadership   Secured and maintained personnel security records   Tracked and followed up on EOD candidates to ensure timely processing of paperwork Provided security briefings, debriefings and awareness training   Supported the insider threat program   Conducted security interviews with candidates to assess their qualifications   Reviewed candidates' documentation, ensured proper paperwork submission and tracked security statuses Maintained contact with employees and candidates to ensure all security related actions are compliant with government personnel office   Processed necessary visit requests and badge request for government facilities   Tracked and debriefed foreign travels   Assisted and supervised daily security activities including oversight of personnel, information, and physical and security awareness   Updated and maintained all security policies and procedures   Investigated and reported security violations to cognizant government agency   Investigated and reported theft and suspicious activities   Knowledgeable on Pentagon Force Protection Agency (PFPA) and Force Protection Service (FPS)   Identified and recommended new investigative tools   Determined the proper actions on incoming and outgoing classified documents including safeguarding, reproduction, retention and destruction   Performed JPAS checks to validate existing clearances for candidates and employees   Ability to establish and maintain excellent relationships with government agencies ORACLE DATABASE ADMINISTRATOR NASA HQ - Washington, DC July 2017 to November 2018 Configuring Data Guard for disaster recovery Department of State - Arlington, VA January 2015 to July 2017 contractor) Arlington, VA   Planning, installation, configuration, management and troubleshooting of Oracle 11g and 12c databases on Windows OS; performing upgrades and applying patches as required in support of production and test databases   Database design in a cross-functional Agile Scrum project environment   Creation and management of documentation on the configuration and support for the Oracle databases

Installation and configuration of relevant network components to ensure database access as well as database consistency and integrity   Creation of databases, table spaces, tables, indexes, views, and other database objects   Administration of database user accounts: creation, modification, and deactivation of user accounts; assigning and monitoring user access rights   Working with clients closely to enforce security measures that are in line with company policies; controlling access to restricted and confidential client records through roles and privileges   Configuring Data Guard for disaster recovery   Coordinating backup and recovery operations over all databases using RMAN utility, DATAPUMP and export /import utilities, ensuring 100% recoverability   Troubleshooting and resolution of various Oracle connectivity problems   Performing database cloning and duplication Maintaining and tracking database functionalities using remote desktop   Performing standard and fine grain database auditing   Monitoring the databases to ensure optimal performance and performing database tuning where required   Evaluating and researching new database features, versions and technologies   Delivering operational support for production and test databases Monitoring and reporting on ETL processes   Effectively prioritizing workload to meet deadlines and work objectives SECURITY SPECIALIST NASA HQ - Greenbelt, MD August 2010 to December 2015 Sworn NASA Security Police with federal arrest authority. Led and managed a wide-ranging security program to provide a safe and secure environment through effective security planning and management, enhanced security awareness training, consistent process improvement, and collaboration. Demonstrated success in communicating and leading change during transitional activities   Accomplished mission critical responsibilities and key agency goals and objectives by ensuring the protection of secured NASA facilities, collateral spaces, personnel, Classified National Security Information (CNSI) and Sensitive but Unclassified (SBU) information   Supported, maintained, designed and integrated security systems and physical security measures to ensure the safety and security of associates, visitors and assets   Directly supervised contract security and guard force for the organization   Recommended security enhancements and appropriate actions to correct deficiencies   Maintained I-9 and E-Verify employee documents   Ensured compliance with all orders, policies, and procedures, with emphasis on the safe conduct of operations to include

visitor management, access control, intrusion detection, and emergency procedures   Performed general patrol functions, responded to calls for assistance, conducted traffic enforcement, responded to all emergencies, controlled access to federal facilities, performed vehicle inspections, performed armed escorts of high value assets as needed, conducted general investigation of possible criminal activity, apprehended criminal violators   Assisted with records management to ensure all active and inactive personnel security files were secure and stored in appropriate locations   Ensured compliance with all orders, policies, and procedures, with emphasis on the safe conduct of operations   Responded to/supervised situations, training and exercises (i.e., emergencies, active shooter, evacuations and shelter in place) and provided directions to responding security force   Oversaw investigative actions including securing facts and developing evidence, conducting investigative interviews, obtaining statements and preparing written reports of investigative summaries   Formulated and recommended personnel security investigative requirements   Prepared and conveyed E-QIP instructions to applicants   Maintained personnel security files and worked with security databases to update information on employees   Identified discrepancies, inconsistencies, and areas potentially requiring clarification or additional investigation or information   Assisted in SCIF operations to include alarms, entry and exit logging, facilities, checklists and compliance   Monitored video and data activity throughout the building security operations center and video and data processing technology   Utilized access control and video surveillance software applications (LENEL)   Monitored alarm systems and (CCTV) Education BA IN CRIMINAL JUSTICE in one course left Fairmont State University - Fairmont, WV August 2001 to December 2006 Boltos Solutions Institute Skills American Red Cross (Less than 1 year), American Red Cross CPR (Less than 1 year), CPR (Less than 1 year), DOD (Less than 1 year), DoS (Less than 1 year), LENEL (5 years), Microsoft Office (Less than 1 year), MS OFFICE (Less than 1 year), Oracle (3 years), QIP (5 years), Red Cross (Less than 1 year), Security (8 years), VMS (Less than 1 year) Additional Information SPECIALIZED SKILLS AND CERTIFICATIONS   Toad, Oracle Enterprise Manager, E-QIP, IDMAX, LENEL, Microsoft Office   VMS, Entry Point (DoD)   Strong team work/interpersonal skills   American Red Cross CPR (adult, child, infant)   American Red

Cross AED-Adult   DCJS   FSO Certification   Monadnock expandable baton certified   Taser x26

electrical weapon certified   Hand gun proficiency 9mm,40cal   Shotgun proficiency Mossberg 500

DoD Security experience   DoS Security experience

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