

EDUCATION:

The College of William and Mary, Williamsburg, VA
Bachelor of Arts in Government, 2.96, Class of 2012

WORK EXPERIENCE

Defense Intelligence Agency (DIA), Washington, DC July 2012 - October 30, 2013
Management Analyst to the Human Resources Office

- Managed this Agency's employee transfer program, and answered all questions related to it.
- Advertised this transfer program to employees by giving them presentations regularly, and by posting ads through this Agency's media channels.
- Produced studies of this workforce's involvement in this program that disseminated to this Agency's leadership.

Defense Intelligence Agency, Washington, DC May 2012 - July 2012
Staff Officer to the Defense Clandestine Service

- Assembled weekly reports for the Executives of this division.
- Created the Power Point presentations of an Executive from this division.
- Caretaker of the disposing of top-secret and secret government information.
- Had a role in the media of an Executive, and in the creation of media about the invention of a new government program.

Defense Intelligence Agency, Washington, DC May 2011 - August 2011
Student Trainee to the Defense Intelligence Agency's Latin America Defense Attaché Division

- In accordance with the Freedom of Information Act, audited and revised government information sent to outside groups.
- Wrote letters to Defense Attachés, on behalf of the Executives of this Agency.
- Reported about each Latin American nation to these Executives.
- Planned schedules for Executives traveling on business to Latin America.
- Created profiles of this Agency's employees in Latin America.

Defense Intelligence Agency, Northern Virginia area May 2010 - August 2010
Student Trainee to the Headquarters Office of the Defense Intelligence Agency's Counter Narcotics Trafficking Division

- Completed open source analysis of a relationship between human geography and illicit networks.
- Created a webpage on the Intelligence Community's database that shows the effects of globalization on illicit networks.

Defense Intelligence Agency, Washington, DC May 2009 - August 2009
Student Trainee to the Defense Intelligence Agency's Overt Operations Division

- Facilitated improvements to the training courses of this Agency's Operations.
- Edited the memos of Executives, and assembled the weekly report to their bosses.
- Coordinated a successful leadership conference in this Agency's headquarters.
- Sat through weekly learning courses for the employees of this Agency.

Defense Intelligence Agency, Washington, DC July 2008 - August 2008
Student Trainee to the Equal Opportunity Office of the DIA

- Managed the file archives for previous discrimination cases in this Agency.
 - A catalyst in creating a new database that stored discrimination cases in a digital format, so created office space in that office.
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OTHER PROFESSIONAL EXPERIENCE

Goldman Sachs, New York, NY May 2007 - August 2007
Summer Intern to the Bank Loans and Syndication Group

- Maintained a role in the booking, closing, and allocation of actual trades with clients.
- Contacted clients for missing tax forms, and made valuable updates to client information.

Goldman Sachs, New York, NY May 2006 - August 2006
Summer Intern to the Fixed Income, Currency, & Commodities Division

- Managed the opening of accounts, the updating of clients addresses, inter-office deliveries, and the filing of reports.
 - Administrator of documentation requests, entity creation, and all other follow-up with clients.
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CAREER COMPETENCIES

- Google earth, Microsoft Operational Systems, Oracle and PeopleSoft applications, Adobe Acrobat Standard
- Proficient in Spanish—Speaking, Reading, Writing