

Jeffry C. McCormick
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Summary

Seeking a position in the information technology field where there is a need for computer knowledge, organizational abilities, business intelligence, and investigative skills. Adept in working with diverse groups of people. Ability to juggle multiple tasks and meet tight deadlines in areas where the work is high in volume. Conscientious employee who enjoys working in dynamic work environments. Dedicated team player who works well with others. Active "Q" clearance.

Computer Skills

Testout PC Pro A+ certification obtained September 2015
Proficient in Microsoft Office and Microsoft Project
HTML, CSS, and Javascript experience
Adobe Acrobat, uploading documents skills
Customer service telephone support experience with password resets, editing profiles, and assigning work to employees
Hardware installation setup and computer peripheral skills
Department of Energy Software ~ Central Personnel Clearance Index (CPCI)
Clearance Action Tracking System (CATS) ~ CATS SE
Electronic Questionnaires for Investigations Processing (E-QIP)

Education

Central New Mexico Community College (CNM), Albuquerque, NM May 2015 to August 2015
Hardware Software course studying for A+ Certification
PC Pro Certification A+ using Testout obtained September 2015.

Bachelor of Science in Applied Information Technology, National American University,
Albuquerque, NM September 2011 to June 2014, Graduated June 2014

Bachelor of Business Administration, McMurry University, Abilene, Texas graduated August 1995

Work Experience

Clearance Processor 2 (Reinvestigations)

Synergy Solutions Incorporated January 2013 to Present
Contract change. Duties and responsibilities remained same

Clearance Processor 2 (Reinvestigations)

Professional Analysis Incorporated (PAI) Albuquerque, NM November 2011-January 2013

- Perform accurate and timely review of clearance packages for reinvestigations from Department of Energy (DOE) sites and initiate reinvestigations at the Albuquerque Service Center to ensure information is complete and consistent following procedures and policies
- Transmit reviewed clearance packages to the appropriate investigative agency.
- Clearance packages must be processed, completed, and transmitted in accordance with DOE and Office of Personnel Management (OPM) requirements, including processing the requests in the OPM Electronic Questionnaires for Investigations Processing (e-QIP) system
- Perform data entry for all clearance actions including data entry into clearance action request database
- Prepare accurate draft and final correspondence, including forms, letters, and memorandums related to personnel security activities.
- Excellent verbal and written communication skills will be called upon daily to deal with personnel security staff, operation inquiries, federal and contractor supervisors and outside agency personnel

Clearance Processor 2 (Terminations/Transfers) January 2010 – November 2011
Professional Analysis Incorporated (PAI) Albuquerque, NM

- Perform accurate and timely reviewing of all terminations and transfers from DOE sites nationwide.
- Perform data entry for all clearance actions into two different DOE databases accurately and timely following all processing procedures and instructions.
- Prepare accurate draft and final correspondence to DOE Albuquerque Complex Center employees who do not sign the Security Termination Statements and send the employee a copy of the Security Termination Statement in order to obtain their signature.
- Served as a backup in the area of making duplications of personnel security files, copying Questionnaire for National Security Positions (QNSP) paperwork, processing name changes and data report on spouse
- Acting Team Lead when supervisor is not in the office and case assignor for applicant and reinvestigation group

Personnel Security Specialist II June 2004 - December 2004/April 2006 – January 2010

ATM Security Services/Netgain Corporation Albuquerque, NM

- Reviewed and evaluated investigative reports from the Office of Personnel Management (OPM) for non-derogatory and substantial derogatory information
- Prepared written reports following the review of Personnel Security Files
- Wrote Letters of Interrogatory for minor investigations
- Scheduled and conducted Personnel Security Interviews, Composed written reports of the interview
- Reviewed DOE psychiatric consultant evaluations and prepared written recommendations
- Prepared written Statement of Charges for Administrative Review Hearing if individual's access cannot be resolved after the Personnel Security Interview or if the Subject receives an unfavorable Psychiatric Evaluation. This process gives the individuals the opportunity to present their case to a DOE Hearing Officer/Counsel.
- Consistently met timeframes resulting in getting companywide bonus for 2008/2009 Also recognized and received a certificate in November 2008 for completing most cleared cases in a year

Personnel Security Specialist I

January 2005 - April 2006

Netgain Corporation Albuquerque, NM

- Reviewed and evaluated investigative reports from the Office of Personnel Management (OPM) for non-derogatory and substantial derogatory information for the Department of Energy Human Reliability Program (HRP) and for individuals with access to Sensitive Compartmented Information (SCI)
- Prepared logically organized written case histories, evaluations, and analysis from current investigations
- Reviewed applicant and annual re-certification packages for the Department of Energy HRP and SCI program and wrote correspondence to DOE sites with the results of the investigation, following specific HRP and SCI guidelines
- Wrote Letters of Interrogatory for minor investigation matters for HRP/SCI applicants and for individuals who already have HRP/SCI access authorization

Investigator

Nov. 2002 - June 2004

US Investigations Services, Albuquerque, NM

- Conducted Single Scope Background Investigations for individual security clearance and five-year periodic reinvestigations; face-to-face with subject, neighbors, employers, friends, and family member
- Performed onsite record searches at police agencies, courthouses, educational institutions, employments, financial institutions, and medical/mental health facilities
- Prepared accurate written reports and submitted them to Office of Personnel Management reviewer for submission
- Responded to notifications from reviewer regarding corrections and request for additional information

COMMUNITY

- Volunteer since March 2013 at Sagebrush Community Church video team. running the video lyrics and media for the weekend services, will volunteer in this position once a month, software used is MAC based called Pro Presenter
- Volunteer since November 2014 at Sagebrush Community Church on the children's check in team assisting with escorting kids to classrooms and explaining the check in and pick up process, check in is done through touch screen computers
- Member of Technology organization called Association for Computing Machinery (ACM) <https://www.acm.org/>
- Volunteer Web Developer for Crossroads for Women since April 2015 <http://www.crossroadsabq.org/>
- Manage portfolio website at http://jcmccormick.site90.com/Abstract_Studio.html
- Manage Wordpress blog at <https://jmccormick41.wordpress.com/>

References

Available upon request.