**Akeen J. Perry**

 **4079 Jasper Loop**

 **Dumfries, VA 22025**

 **703-725-4462**

**Education**

Masters of Science: Psychology (2014)

New Mexico State University, Las Cruces, NM

Bachelor of Science: Psychology/Sociology (2012)

Hampton University, Hampton, VA

**Skills/Certifications**

**Top Secret/SCI w/Poly**

**Synopsis**

Seeking a position within an organization where I can maximize my versatile skill set, interpersonal and leadership skills. I am interested in an opportunity that provides challenging and rewarding experiences that will not only nurture my career development, but provide me an opportunity to support the managed growth of the organization. I am a fast learner and a self- starter with a proven ability to work under pressure with deadlines; and a sociable nature that helps when dealing with team members and customers from diverse backgrounds.

**Relevant Experience**

# National Geospatial Intelligence Agency (NGA)

**Program Manager, Contractor, Quadrint Inc. Jan. 2021 – Present**

* Program integration to include end to end development (Agency Level)
* Oversee and team lead for communications and outreach for developmental process
* Hosted and presented for executive level meetings
* Oversaw and Hosted/Demoed training for application development and usability
* Ensure quality assurance and policy was adhered to during developmental phases.
* Implement, created, and designed database procedures to ensure proper documentation
* Application testing and developmental feedback to developers
* Perform independent research and data collection related to workforce planning.
* Provided recommendations and support to enable accountability for organization discipline and resource tracking through direct communications with the various agency directorates and key stakeholder interactions (via meetings, governance channels, etc.).
* Coordinate development of the meeting schedule, preparing and presenting briefings, and conducting follow-up actions to ensure continuous progress.
* Perform studies that identify and validate the manpower requirements.
* Assess the impacts of changing resource levels (e.g., Mission Resource Analysis (MRA)) on assigned programs.
* Present results briefings and providing requirements as a Summary of Manpower Requirements (SMR).
* Provide manpower requirement, organizational, programing and planning recommendations for efficient & effective usage of resources.

# FBI (CLSU) Program Analyst, Contractor through 6K Systems, Sept 2020 – Jan. 2021

6K Systems, Inc. provides Management Consulting, Information Technology and Mission Services to DoD, law enforcement and civilian agencies throughout the United States. In doing so, they utilize industry best practices to develop procedures that ensure compliance, consistency, reliability, and efficiency.

* Program Analyst at the FBI (CLSU) providing products to leadership highlighting attrition trends and potential manpower shortages which would potentially impact the analytic mission.
* Collaborate closely with key stakeholders at the FBI keeping them apprised of compliance, milestones and problematic issues
* Perform data collection and data modeling, project testing, and creation of performance measurements to support program objectives
* Research and analyze program trends, identify issues, and recommend solutions
* Track compliance with stated program direction and identify issues
* Identify and research programmatic issues and tradeoffs in terms of required capabilities, costs, and schedules.
* Provide short notice, quick-reaction analyses of critical programmatic issues and promptly communicate across teams within the agency
* Assess the impacts of changing resource levels (e.g., Mission Resource Analysis (MRA)) on assigned programs.
* Provide manpower requirement, organizational, programing and planning recommendations for efficient & effective usage of resources.
* Continuously evaluate existing procedures, processes, techniques, models, and/or systems related to the work being processed and provide recommended actions or solutions
* Utilize industry best practices to develop procedures that ensure compliance, consistency, reliability, and efficiency.

# FBI (ILU) (CLSU) – Program Analyst, Contractor through DHA Group, Sept 2017 – Sept 2020

* Provide verification/validation of documents received and current documents within the NICS and/or other CJIS Division databases
* Provide analysis (reviewing transactions marked for processing, processing work identified within a transaction, and providing follow-up action as needed), on NICS transactions
* Conduct research and analysis on two existing Delay Queue transactions per hour in accordance with SOPs
* Support analyst functions including data collection, interviewing, data modeling, project testing, and creation of performance measurements to support project objectives
* Utilize industry best practices to develop procedures that ensure compliance, consistency, reliability, and efficiency
* Continuously evaluate existing procedures, processes, techniques, models, and/or systems related to the work being processed and provide recommended actions or solutions
* Coordinate the procurement of federal property for operational purposes
* Distribution of procurement goods and federal property; To include documentation of all phases of the federal procurement process
* Market research (gathering of quotes for property, goods and/or services),
* Tracking status of pending procurement activities (to include shipping and delivery dates)
* Receipt actions – complete application transactions identifying receipt of property for financial tracking purposes.
* Distribution of received procurement items, induction of and assigning of inventory property control numbers (when necessary).
* Professional federal property-related administrative support. These efforts will include a wide variety of activities in direct and general support of federal property physical inventory actions. Tasks include:
* Tracking, locating, induction, distribution, and disposal of federal inventory/property items;
* Quarterly and annual inventory reports
* Administrative actions directly related to federal property inventory for accountability purposes.
* Building property records in AMS (Asset Management System) for new property received / Transferred within the division
* Coordinating/Communicating with customers/vendors to verify status of supplies

# FBI (AIU) - Management Analyst, Federal Contractor - GEM Technology May, 2016 – Sept, 2017

* Serve as liaison between the Analysis and Investigations Unit and the Office of General counsel for all investigative cases under legal review.
* Provide analysis relating to matters that impact the organization’s workforce, administrative support, and in-bound/out-bound communications. Prepare and update charts, documents, metric tracking, and graphs in preparation of final reports.
* Perform analytical functions to identify inefficiencies, streamline processes, eliminate redundancies, evaluate performance measures, and ensure processes meet valid requirements.
* Process revocation of security clearances and investigative packages for the unit for legal review, or to be sent the customer to include compiling, formatting, shipping, and tracking of the security packages. Organize, implement, and structure new methods and procedures as needed to ensure legal guidelines are met pertaining to executive orders.
* Manage multiple computer based programs for the purpose of inputting and updating case information for investigations, as well as tracking the progress of ongoing investigative cases to better assist and provide administrative support to case managers.
* Assisted/Conducted interviews of subjects to rectify/evaluate and mitigate any national security concerns that may have or have already arisen during the polygraph examination.

**Department of State Uniform Protection Officer (UPO), Washington D.C Jan. 2016 – May 2016 Inter-Con Security Federal Contractor**

# Physical Security and Access Control

* Oversaw and ensured daily security procedures and operations are being implemented per Department of State requirements. Implement security measures on a daily basis to address possible vulnerabilities
* Vigilant of suspicious activities and criminal acts, or client rule infractions at or near assigned post which may be a threat to the property, client or employees at the site. Monitored and authorized entrance and departure of employees, visitors, and other persons to guard against theft and maintain security of premises
* Escorted individuals to and from locations within government facilities that do not have the required clearances
* Handled and process write ups for security measures or any other incidents within the facility that did not meet required security measures
* Performed administrative security task of a variety of posts to include inspection and maintenance of required equipment and security documents

# OMD Investigations, Richmond, VA Sept 2015 – Jan. 2016 Fugitive Apprehension/Private investigations (Part-time)

* Performed detailed investigations to include surveillance, computer research, and electronic equipment usage to support the apprehension of fugitives
* Researched and gathered information to finalize privatized cases to support the client’s needs and endeavors
* Organize, collected, and distributed information to and from the courts to ensure documentation is in complete standings with the law pertaining to recovery cases

# Department of State Diplomatic Security, Dunn Loring, VA Oct 2012-Mar 2013 Security Administrator 2

* Participated and assisted with organizational training exercises
* Supported setup of training site i.e. setup of video equipment to support training scenarios; served as videographer during training exercise segments that were used for critique during the after action review with special agents
* Supported editing of video collected during training exercises; prepared various types of training equipment for use during training exercises; and physically participated in a training exercise at

 Quantico Marine Base

* Provided access control and escort for uncleared personnel visiting the facility
* Compiled information received from various instructors and placed the updated data into new formats and uploaded onto a shared drive; uploaded travel information to SharePoint trip folders for special agents travel, or special agents on recent/existing deployment; organized the logistics for graduation, prepared and edited biographies for graduating personnel; updated graduation broadcasts/announcements; prepared invitations and graduation programs; and other duties as assigned

# Department of State Diplomatic Security, Rosslyn, VA May 2012-Aug 2012 Administrative Clerk

* Drafted monthly newsletters and supported various research projects
* Researched and gathered information to support responses to advocacy related

issues;

* Structured a victim resource library
* Took messages, transferred calls to appropriate personnel and responded to caller inquiries (Akeen J. Perry, pg.3)

# Army Criminal Investigations Command, Ft. Belvoir, VA May 2010-Aug 2010 Administrative Clerk

* Filed and processed soldiers' deployment documentation
* Prepared status reports as directed using Microsoft/Excel, and other duties as assigned
* Answer telephones and gave information to callers, took messages, or transferred calls to appropriate individuals; created, maintained, and entered information into databases
* Conduct searches to find needed information, using such sources as the Internet