Accomplished, experienced, result-driven professional with 15 years of security and administrative experience in various positions supporting the Federal Government, Military, Federal, State, and Local law enforcement agencies. Proficient, and excelled at prioritizing while working in a fast paced, sensitive and controlled environment, such as a Sensitive Compartmented Information Facilities (SCIFS) to achieve project goals. Broadly skilled in OPSEC planning, and collaborating with approving Government authorities to ensure Security Standard Operating Procedures are met. Current TS/SCI Clearance

**Core Strengths**

* Exceptional Interpersonal Skills
* Strong Problem Solving and Creative Skills
* Mechanically Inclined
* Excellent Communication Skills
* High Level of Integrity and Dependability
* Ability to Collaborate Effectively with Peers and Management
* Skilled at Identifying and Analyzing Vulnerabilities and High-Risk Scenarios
* Ability to Thrive in a High Op Tempo Environments
* Troubleshooting Skills
* Extremely Reliable
* Confident
* Knowledge of Personal Computers
* Able to Work Flexible Schedules
* Strong working knowledge of Microsoft Office products and applicable databases

**Professional Experience**

**The Garrett Group July 2018 - Present**

*Operations Security Planner*- *JIOWC/JOSE, Lackland, AFB TX*

Served as an Operation Security (OPSEC) Planner supporting the Joint Information Operations Warfare Center (JIOWC) providing OPSEC expertise for the Combatant Commands (CCMD’s) and Joint Task Forces (JTF) on planning, training and program surveys/assessments review on all Joint exercises, programs, policies and methods. Conducts OPSEC open source research to analyze the organization’s Critical Information List (CIL), Controlled Unclassified Information (CUI) and identify any vulnerable information on public domains. Assist the CCMDs, JTF Commanders, organization OPSEC Managers (OPM’s) and DOD agencies to plan and develop Defensive IO strategies with emphasis placed on improving OPSEC best practices. Assist with coordinating OPSEC support for military and governmental agencies such as the Interagency OPSEC Support Staff (IOSS), service OPSEC Support Elements, and the Joint Staff. Provide OPSEC specific analytical reports to support vulnerability assessments.

• Approved by Joint Staff College as Defense OPSEC Planners Course (DOPC) Instructor

• Approved by Joint Operations Support Element (JOSE) as a Defense OPSEC Managers Course (DOMC) Instructor

• Serve as an Operation Security (OPSEC) Analyst providing OPSEC training, program review, planning, and survey and/or assessments to the Combatant Commands (CCMDs), Joint Task Forces (JTF’s), military services, and DoD agencies

• Supported CCMD with incorporating OPSEC into both real world and exercise OPSEC planning

• Participated in SOUTHCOM, STRATCOM, NORTHCOM, EUCOM, and CENTCOM Operational Planning Teams as the primary OPSEC Advisory; utilized JOPP and APEX planning process to incorporate newest OPSEC doctrine into existing deliberate planning cycles

• Assist with coordinating OPSEC support for military and governmental agencies such as the Interagency OPSEC Support Staff (IOSS), service OPSEC Support Elements, and the Joint Staff. Provide OPSEC specific analytical reports to support vulnerability assessments

**Cyberspace Solutions LLC October 2016 – March 2018**

*SME IO Planner/ Sensitive Activities Planner/ SAP Security Assistant (USSOCOM)*

• Conduct planning support encompassing sensitive IO Cyber planning, IO targeting, intelligence support to IO, and IO training to COCOM’s
• Synchronize STO efforts with CNO, EW, OPSEC, and MISO in support of political and military objectives

• Coordinate planning efforts with higher, lower, adjacent, and multi-national headquarters and inter-agency and liaison with other staff agencies and components to keep abreast of current operational and intelligence situations

• Skilled in planning, developing concept of operations, implementing, sensitive activity programs within various AOR’s and evaluating security programs to meet mission requirements.

• Provide administrative support to STO admin by maintaining and managing SCI access records, security issues for military, contractors, and DoD personnel assigned, attached or interacting with USSOCOM.

• Familiar with JAFAN series manuals, NISPOM requirements, DoD Manuals 5200.01/ 5205.07, specific program security class guides.

• Work closely with unit members, Security Managers and SAP Coordinators on a daily basis; provide guidance and assistance with Personnel Security, Physical Security, Operations Security, Industrial Security, and Information Security, relating to Special Access Programs and Special Technical Operations Office questions and issues

• Review security information conducting Tier I level reviews (SF86/E-Quip, Local Area Checks Derogatory information), analyzing, evaluating and determining SAP eligibility for each request according to JAFAN strict criteria; recommending approval for access to extremely sensitive information impacting national security with near 100% accuracy

• Assist in maintaining personnel security files for all personnel within USSOCOM, to include executing Special Access Nomination Process (SAPNP) Questionnaires

• Maintained accountability with various daily logs for a variety of administrative functions associated with document control.

• Prepared and/or processed inbound and outbound classified mail, faxes, courier packages and receipts

**Intelligent Waves LLC March 2016 – April 2016**

*Mission Readiness Exercise Planner - 1st Information Operations Command LAND (Ft. Belvoir, VA)*

• Provide subject matter expertise (SME) to rotational training units thereby creating exercise realism in training and "real world" environments

• Leads junior Role players who are replicating key supported unit staff elements and Information Related Capabilities (IRC) staff which an Information Operations Field Support Team must routinely work with during a deployment

• Follows scripted and non-scripted scenario driven training events while maintaining close, interpersonal interaction with the rotational training unit and other role players

• During the exercise scenario, replicates as authentically as possible, based on personal experience or knowledge, a given persona or position including typical daily life, duties and responsibilities of the position/role or realistic portrayal of an adversary, among other duties

• Within the exercise scenario, the Senior Role Players interacts with host nation officials and civilians, representatives of other foreign governments and various U.S. DoD personnel

**Texas Joint Counter Drug Task Force/ Special Operations Detachment June 2005 – October 2015**

*Team Operator- Senior Team Lead- (Title 32, Austin, TX)*

• Successfully, planned, supervised, and executed, low visibility counterdrug reconnaissance and observation operations throughout the state of Texas in support of law enforcement drug interdiction operations.

• Coordinated with local, state and federal Law Enforcement Agencies, in order to document, detect, and report illegal drug activities in High Intensity Drug Trafficking Areas

• Built, installed, and utilized IP video and Secure Microwave Communications Networks to establish clandestine observation of Drug Trafficking Organizations

• Ensured the security and safety of Counterdrug program computers and network assets by establishing an integrated capability to monitor and audit user activity across all domains to detect and mitigate activity indicative of insider threat behavior

• Trained and advised Law Enforcement Officers in planning and execution of urban and rural surveillance operations, and advance medical training

• Conducted and supported collection, investigative, and operational activities that yielded intelligence on narcoterrorism; plans, intentions, capabilities, and activities

• Collaborated and shared of counterintelligence, security, information assurance, law enforcement, and other related information to recognize and counter the presence of an insider threat

• Basic hardware installation, configuration, maintenance and troubleshooting

**Military Experience**

**C Company 2nd- 142nd Infantry Battalion** (*Retired*) M**arch 2015 – Jun 2017**

*First Sergeant for Infantry Rifle Company**(Midland, TX)*

• Served as the Senior Enlisted Advisor to the Company Commander and ensures unit is trained, proficient, disciplined, and motivated

• Prepared graphs, reports, and charts and presented to management displaying the optimization of available resources at quarterly training meetings

• Planned, organized, and developed, daily, weekly, monthly, and annual training/operating schedules for a the company

• Presented training classes, assessed and ensured all training requirements exceeded standards

• Strengthen soldier combat readiness by, physical fitness, individual training, MOS training, and Warrior Tasks Training

• Provided guidance to senior non-commissioned officers to ensure the health, welfare and morale of 130 Soldiers, and their families

**71st Theater Information Operations Group October 2002 – February 2015**

*102nd General Support Battalion, Senior Enlisted Advisor (Austin, TX)*

• Successfully lead two Public Affairs Teams in South America during Beyond the Horizon Missions, while working closely with host nation forces and civilian organizations, providing services to rural communities.

• Provide guidance, mentorship, and support to team members across the Texas National Guard, Department of the Army, in the areas of personnel security relative to insider threat reporting and information security.

• Plan, facilitated, and conducted OPSEC pre-deployment training for Officers and NCO’s

• Worked closely with host nation forces and civilian organizations, Beyond the Horizon teams participate in a valuable training opportunity and provide medical, dental and engineering support.

• Improve the supported unit's ability to plan, synchronize, integrate, and execute Information Operations;

• Conduct multi-disciplined Information Operations vulnerability assessments; and Provide OPSEC assistance and training,

• Assist in the development of techniques, tactics and procedures, review and update of command policies to support personnel and information security programs and to establish appropriate reporting procedures.

**71st Information Operations Command Forward 3** **January 2010 – December 2011**

*USF-I, J39, Special Technical Operations Planner**(Iraq, Baghdad)*

• Special Technical Operations/Special Planner for integration and synchronization of PSYOP/MISO, Military Deception (MILDEC), and technical operation capabilities for sensitive operations in support of campaign plan.

• Plans, prepares, and ensures the execution of operations and works with US Division, and inter-agency elements on technical programs and capabilities against enemy forces.

• Skillfully managed the STO Office for both STO Chief and STO NCOIC during concurrent absences due to leave, TDY’s. Conducting clearance reviews, in addition to providing daily administrative support, assistance to planners and resolving issues.

• Conducted over 50 Special Access Briefings in accordance with program specific manuals, classification guides, and SAP Standard Operating Procedures.

• Assist in the development of techniques, tactics and procedures, review and update of command policies to support personnel and information security programs and to establish appropriate reporting procedures.

• Maintained accountability with various daily logs for a variety of administrative functions associated with document control.

• Prepared and/or processed inbound and outbound classified mail, faxes, courier packages and receipts.

**Education**

**Colorado State University 2015 - 2017**

B.S. Information Technology

**Palo Alto Community College 2002 - 2003**

Computer Programming **32hrs**

**Certifications**

Defense OPSEC Planners Course (DOPC) **2018**

Defense OPSEC Managers Course (DOMC) **2018**

DTRA DoD Mission Assurance Course **2018**

Special Technical Operators Course (STO) **2017**

Planning Decision Aid System Course (PDAS) **2017**

Army Basic Instructor Course **2012**

OPSE 2500 Operations Security Program Management Course **2009**

OPSE 2380 Practitioner’s Course **2003**

OPSE 1500 Operations Security on the Web **2002**

OPSE 1301 Fundamentals of OPSEC **2002**

Military Deception Planners Course **2007**

Tactical Information Operation Capabilities **2007**

Joint Targeting Analysis Course **2006**

Information Operation Capabilities Applications and Planning Course (IOCAP) **2006**