**PROFESSIONAL SUMMARY**

Recently transitioned veteran with vast experience in customer relations and interfacing with C-suite level executives. Active Top-Secret clearance with SCI eligibility. Skilled in identifying issues and security vulnerabilities across organizations and driving the plan to mitigate them. Proven ability in accomplishing time sensitive tasks with minimal manning and equipment in ambiguous and high stress situations. Collaborative worker who thrives in both team and independent environments. Available July 2021. Skills include:

* Azure Fundamentals/cloud computing
* AutoCad
* SolidWorks
* Adobe Acrobat Pro
* Microsoft Office 365
* Expertly handles complex assignments and time sensitive projects
* Dependent and enthusiastic worker with contagious energy
* Tactful and critical thinker with logical decision-making skills
* Bilingual - fluent in English and Spanish

**EDUCATION**

**Texas State University, BA- Major Civil Engineering with Minor in Spanish** Sep 2020 – Present

Current sophomore – expected graduation June 2024.

**Central Texas College, AA- General Studies** July 2017- Present

All credits in degree curriculum met, will apply for graduation.

**PROFESSIONAL EXPERIENCE**

**United States Marine Corps: January 2014 – October 2019**

**July 2016 – October 2019:** U.S. Embassies**:** Thailand, Indonesia, Zimbabwe, and Turkey

Title: Embassy Security Guard

Primary security for U.S. Embassies around the world with minimal manning power. Duties included providing protection for U.S. Citizens, prevent the compromise of classified information and equipment vital to the national security of the United States.

* Interfaced with multiple C-level suite executives on a routine basis, ensuring the highest customer satisfaction with a 100% success rate.
* Directly managed 25 personnel in support of embassy functions with zero infractions or issues.
* Led teams in 650 hours of various military trainings in concepts such as operations, conduct, and professional military education.
* Reported 75 security violations and incident reports on an as needed basis. Further planned steps to take and drove project completion to ensure the violations were mitigated.
* Maintained and supplied over one hundred thousand dollars in serialized military equipment.

**January 2014 – July 2017: 2nd Law Enforcement Battalion, Camp Lejeune, North Carolina**

Title: Military Police

Ensuring base perimeter security, and entry points, supervising the individuals manning these checkpoints. Routine calls on patrol requiring immediate attention, while deescalating and solving caller’s problems in a timely manner. Interacting with all individuals on base from government contracted workers to Commanding Generals.

* Daily logging and attending to routine dispatch calls amounting to 800 hours of maintaining order of individuals on base.
* Managing and supervising 20 Marines daily who were working 7 entry points, and personally handling perimeter security to a base of 156,000 acres for a total of 2,000 hours.

**PROFESSIONAL REFERENCES**

1. Julio Martinez

Regional Security Officer, Department of State

# (832)-9269-597 Email: [martinezjciii@gmail.com](file:///C:\Users\jtholmes\Downloads\martinezjciii@gmail.com)

1. Dario Ledesma

San Antonio Law Enforcement, Police Officer

# (512)-774-7922 Email: [Dario.ledesma@sanantonio.gov](mailto:Dario.ledesma@sanantonio.gov)

1. Jennifer Savage

Deputy Chief of Mission at U.S. Embassy Montevideo, Uruguay

# (+598-(0)98-370-969 Email: [SavageJL.@state.gov](file:///C:\Users\jtholmes\Downloads\SavageJL.@state.gov)

**Marine Corps References**

1. Master Sergeant, Patrick Hilty, Marine Corps Security Guard Commander, 2018-2019

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1. Sergeant Major, Anthony Vega, Marine Security Guard Region Headquarters, 2017-2018.

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