**Objective:**

Seeking a career in Social Service field

**Education:**

* Currently pursuing a Bachelor’s of Science with a major in Human Services and a minor in Public Service
* Associates of Arts and Science Degree From Germanna Community College
* **Security Clearance:** Currently hold a Secret Clearance
* TOP SECRET Eligible
* Basic Instructor Course, 2010
* Marine Corps Formal Instructor Course, 2010
* Naval Security Managers Course, 2008
* Combating Trafficking in Persons, 2011
* Marine Air-Ground Task Force Intelligence Specialist Entry Level Course, 2006
* Corporals Leadership Course, 2002
* Proficient in MS office programs; outlook – power point – excel – word
* Demonstrated proficiency in Course Content Review Boards
* Proficient in USMC Learning Analysis process
* Demonstrated ability in Training and Readiness Event development
* Demonstrated excellence in briefing and writing skills
* Proficient with Palantir
* Proficient in Query Tree
* Proficient in ArcGIS
* Proficient in Analyst Notebook
* Proficient in DCGS-A

**Volunteer Work:**

**Fredericksburg Social Services**

Assisted clients in applying for Medicaid and Medicaid funded programs. Worked with 10 caseworkers to maintain client files, filed archived client files, and purged out of date client files. Worked one on one with caseworkers developing correspondence, and collecting client’s information.

**Kate Waller Barrett School**

Worked with second grade students who required additional help with math and reading skills. Helped teachers with classroom experiments and field day events. Currently serving as a positive role model and pen pal to fourth grade students at the school.

**Professional Experience:**

**BKM Global Enterprises January 2014 – Present**

**Surveillance Role Player**

Support the Joint Counterintelligence Training Academy (JCITA) conducting Role Player and Surveillance support, *Quantico VA*

* Trained in discrete surveillance, surveillance detection methodologies, and associated disciplines
* Conduct multi-mode surveillance in varied geographic regions, leading to a robust and dynamic training environment for more than 100 JCITA students
* Perform role-player actions for large scale exercises, e.g. mass casualty
* Coordinated and orchestrated vehicular surveillance coverage as lead director

**Sytera, LLC July 2012 - November 2012**

**Enhanced Distributed Common Ground System-Army (DCGS-A) Instructor**

*Contractor working for INSCOM under an All-Source Contract, Kingstowne, VA*

* Provides in-depth instruction of DCGS-A Multi-Function Work Station (MFWS) operational capabilities, tailored to serve Army Intelligence Analyst preparing for deployment
* Instructs students through hands-on training in data mining tools, link analysis, and geospatial visualization tools
* Manages the critical roles of conducting learner-centered classroom instruction
* Designs and develops course workbooks, slides, and other training materials in accordance with

TRADOC standard

* Provides support to Counter IED Analyst Uplift Training Course, to include DCGS-A MFWS overview for deploying Analyst and Collection Managers

**U.S. Marine Corps May 2000 – July 2011**

**Marine Air Ground Task Force Intelligence Specialist-Entry level Instructor/ Master Training Specialist/Instructor Trainer (November 2009 – July 2011)**

*Staff Sergeant, Navy Marine Corps Intelligence Training Center, Dam Neck, VA*

* Versed and qualified to instruct the entire Program of Instruction for MAGTF-Intelligence Specialist Entry Course.
* Participated and completed Master Training Specialist Program for Navy and Marine Corps Intelligence Training Center
* Instructed and taught current analytical techniques and methodologies including creative writing, creative thinking, logical fallacies, analytical biases, and analytical tools
* Supervised, trained and mentored 4 course team instructors
* Supervised and mentored 180 students through 13 week training program for 18 courses per year
* Directed and coordinated Intelligence Training and Readiness events in support of curriculum to match current and future intelligence operations requirements
* Conducted Course Curriculum Review Board to identify and develop new course structure
* Coordinated and conducted Learning Analysis process for MAGTF-Intelligence Specialist
* Collateral Duty: Security Manager
* Administered End of Course Critiques
* Instructed over 25 hours of lecture and instructed over 96 of practical application per graduating class
* Coordinated all facility, command, instructor, and logistical support for perspective

MAGTF IS-E classes and Course Team

**Norfolk Police Department Recruit**

* Participate in training to complete the state certified Police Officer training academy.
* Attended police situation simulation training
* Small arms training to include night firing
* Receive Basic Law, Criminal Investigation, Report Writing, and other law enforcement related topics
* Receive Defensive Driving training
* Defensive Tactics training

**Marine Air Ground Task Force Intelligence Officer Course / Course Coordinator / Curriculum Developer/Instructor (November 2007 – February 2009)**

*Sergeant, Navy Marine Corps Intelligence Training Center, Dam Neck, VA*

* Serve as the MAGTF Intelligence Officer Course (MIOC) Coordinator
* Serve as an intelligence instructor and mentor during all MIOC iterations
* Conduct and maintain liaison with prospective MIOC students to coordinate course
* administrative requirements prior, during, and after each MIOC iteration
* Develop and manage MIOC student training records and documentation
* Coordinate and manage the travel and billeting arrangements for all guest instructors
* Coordinate and manage the personnel security clearances of MIOC students and guest

instructors with the command's SSO

* Coordinate and manage the procurement of MIOC staff and student administrative supplies and

doctrinal publications

* Assist MIOC director with the management and maintenance of Master Lesson Files

(MLFs) to include the production of MLFs from the Training and Readiness Manual

* Updated map ordering procedures
* Collateral Duty: Security Manager

**Combined Joint Task Force 82, Intelligence Production Team Leader (January 2007 – July 2007)**

*Sergeant, Bagram Air Base, Afghanistan*

* Compiled raw information from five diverse intelligence disciplines into timely, relevant and predictive All Source Intelligence Products in support of CJTF-82 combat operations
* Conducted bi-monthly intelligence briefings to CJTF-82 Commanders and staff in preparation for key leader engagement meetings to include briefings to foreign dignitaries
* Planned and executed analyst to analyst video-tele-conferences with subordinate and adjacent units resulting in cross boundary coordination
* Maintained accountability for Intelligence systems and equipment
* Train, coach and mentor junior Intelligence professionals from across the services
* Fuse multiple discipline intelligence information into coherent and pertinent actionable intelligence products for use by Combat Elements
* Prepare and present briefings for foreign dignitaries and other allied military commanders
* Knowledge, training, and practical experience with IC systems and databases
* General understanding of all source intelligence collection methods, and the ability to fuse collected information into usable products.
* Vast experience researching, compiling and briefing information as it pertains to Afghanistan and adjacent combatant commands.
* Experience with multiple Intelligence Disciplines such as IMINT, HUMINT, and SIGINT
* Participated in humanitarian missions designed to foster improved relations with local leaders

**Marine Forces Command Intelligence Analyst (March 2006 – October 2007)**

*Sergeant, Camp Allen, Norfolk, VA*

* Supervised and produced daily intelligence products
* Provide intelligence oversight and intelligence production support to the CG Marine Forces
* Command AC/S G-2 and staff
* Assist the G-2 Current Operations Chief in determining content of, and producing Daily Intelligence Digest for CG and key staff
* Produce intelligence reports and products as directed
* Assist the G-2 Current Operations Chief in analyzing and integrating intelligence for the CGs weekly update brief
* Brief the Assistant Chief of Staff, G-2, G-3/5/7, MARFORCOM, on pertinent intelligence issues as required
* Analyze and report Area of Responsibility (AOR) intelligence updates to MARFORCOM staff
* Assist in the management and security of intelligence production facilities
* Trained junior Marines on the Intelligence Cycle and oversaw their analytical writing Conducted assigned research projects utilizing all source intelligence and systems in support of assigned COCOM advisor/trainer teams
* Reviewed daily service, theater, and national Intelligence sources for information and Intelligence relevant to MARFORCOM and its mission

**Expeditionary Warfare Training Group Reserve Support NCO (March 2005-January 2006)**

*Sergeant, Naval Base Little Creek, Norfolk, VA*

* Develop and implement military orientation training for Marine, Navy, Army and Air Force JROTC cadets to include rifle simulator, obstacle course and NBC chamber
* Implement training schedule to include serving as a liaison between Senior Military Instructors for schools attending training
* Supervise four junior Marines to carry out the training schedule and plan of the day
* Prepare end of week packets to be routed to Commanding Officer

**Aircraft Maintenance Administrative Specialist (December 2000-May 2004)**

*Lance Corporal to Sergeant, MCAS Beaufort, SC*

* Maintain record logbooks for 13 F/A-18D and their components
* Coordinate scheduled maintenance on aircraft and their components
* Data entry and maintain Naval Aviation Logistics Command Information System (NALCOMIS)
* Maintain and prepare reports, logs, records in an aircraft maintenance activity worksheet
* Use of graphic presentations, design and delivery and maintain integrity of systems
* Collect and organize data, monitor accuracy of data and support network system administration functions
* Daily use of MS office suite

**Awards and Achievements:**

* Joint Commendation Medal: 2007
* Navy and Marine Corps Commendation Medal: 2008, 2009
* Navy and Marine Corps Achievement Medal: 2010, 2011
* Marine Corps Good Conduct Medal: 2003, 2006
* Afghanistan Campaign Medal: 2007
* ISAF NATO Medal: 2007
* Select Marine Corps Reserve Medal: 2009
* Armed Forces Reserve Medal: 2008
* Certificate of Commendation: 2011
* Navy and Marine Corps Intelligence Training Center Senior Enlisted of the Year: 2010
* Navy and Marine Corps Intelligence Training Center Senior Enlisted of the Quarter: 2010