SHEILDS LEE WOODS

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SUMMARY

Highly skilled in physical security management, records management, investigations, surveillance, counter surveillance, and process service with 13 years of experience in forecasting, evaluating, planning, and managing departments and individuals spanning multiple organizations and unique requirements that maximized output, functionality, and results.

EXPERTISE

- Small Arms Repair
- Physical Security
- Weapons Handling
- Records Management
- Automated Maintenance Systems
- Accountability
- Surveillance
- Counter Surveillance
- Process Service

PROFESSIONAL EXPERIENCE

Investigator **BurkWood Investigations** **2018 – Present**

- Performed surveillance and investigations for civil and criminal cases
- Performed process service
- Created detailed case reports, activity schedules, and billing invoices for cases
- Created invoices for process service
- Maintained video records of cases worked
- Maintained records for cases and invoices of process service

Private Investigator **Cappello Investigative Agency** **2016 – 2018**

- Performed surveillance on domestic cases
- Performed process service
- Created detailed case reports
- Created invoices for process service
- Maintained video records of cases worked

Security Personnel **DDS** **2016 - 2016**

- Performed physical security procedures

Armory Chief **Unites States Marine Corps, Marine Forces Command** **2014 - 2015**

- Conducted maintenance on weapons in support of the training and operations of the organization
- Performed physical security procedures and oversaw the proper physical security needs of a newly built armory for the organization
- Performed proper accountability procedures for over $142,026 worth of equipment
- Maintained records for the maintenance and accountability of equipment
- Oversaw the day-to-day operations and training of my section

Armory Chief **Unites States Marine Corps, 5th Air and Naval Gunfire Liaison Co.** **2013 - 2014**

- Conducted maintenance on weapons in support of the training and operations of the organization
- Performed physical security procedures
- Performed proper accountability procedures for over $4,000,000 worth of equipment
- Maintained records for the maintenance and accountability of equipment
- Oversaw the day-to-day operations and training of my section

Small Arms Repairman **Unites States Marine Corps, Marine Corps Base Smedley Butler** **2012 - 2013**

- Conducted maintenance on weapons in support of the training and operations of the organization
- Performed physical security procedures
- Performed proper accountability procedures for over $192,000 worth of equipment
- Maintained records for the maintenance and accountability of equipment

Small Arms Repairman **Unites States Marine Corps, Recruit Depot Parris Island HQ & SVCs Battalion** **2011 - 2012**

- Conducted maintenance on weapons in support of the training of entry level personnel
- Performed physical security procedures
- Performed proper accountability procedures for over $5,800,000 worth of equipment

EDUCATION

High School Diploma	Sparkman High School	Graduation 05/10
Private Investigator Career Diploma	Penn Foster	Graduation 04/16
Continuing Education:		
Associates of Art Criminal Justice	Calhoun Community College	Graduation 08/24
Bachelor of Science Criminal Justice	Old Dominion University	Graduation 2026