
Background Investigator Resume

Job Objective

Inspiring Background Investigator with proven track record seeking position with well-established firm.

Highlights of Qualifications:

- Vast experience in conducting detailed background investigations
 - Ability to read, understand and explain general business periodicals, professional journals, technical procedures and governmental regulations
 - Ability to compile reports, business correspondence and procedure manuals
 - Ability to present information in an effective manner to senior management
 - Proficient with Microsoft Office Applications
 - Ability to Interview individual's on telephone to obtain personal data to complete application
 - Ability to gather information and prepare reports of findings and recommendations
 - Ability to interact professionally with a wide variety of people in various settings
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Professional Experience:

Background Investigator, August 2005 – Present
CACI International, Inc., San Ysidro, NM

- Carried out Federal Personnel Background Investigations, which were sensitive and controversial.
- Evaluated the individual's trust for access to classified information, placement in a sensitive position, retention in the military services and placement in Federal employment.
- Collected and developed information from a variety of sources.
- Developed reports of investigation in adherence with OPM guidelines and instructions.

Background Investigator, May 2000 – July 2005
OMNIPLEX World Services Corporation, San Ysidro, NM

- Compiled reports and case summaries to document background investigations.
 - Checked computer databases, credit reports, public records, legal filings and educational records.
 - Performed pre-employment checks, to gather information about an individual's character, financial status and personal history.
 - Questioned the persons to gather evidence and information pertaining to individuals' character and financial status.
 - Searched for and documented activities of individuals to detect unlawful acts.
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Education:

Bachelor's Degree in Law Enforcement, Jackson State University, Jackson, MS

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