
DynCorp Security Officer Resume

Job Objective

To secure a position as Security Officer with DynCorp.

Highlights of Qualifications:

- Huge experience in managing security of various databases such as ACAVS, JPAS and e-QIP
 - Operational knowledge of National Industrial Security Program
 - Deep knowledge of security regulations, policies and associated laws
 - Familiarity with the reporting requirements of the Federal Information Security Management
 - Ability to prepare flowcharts and reports analyzing results
 - Ability to perform test review of systems internal controls
 - Exceptional communication skills in both oral and written forms
 - Skilled to work on various Microsoft applications
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Professional Experience:

Security Officer
Kaiser Security, Tulsa, OK
January 2007 – Present

Responsibilities:

- Managed all industrial security procedures and ensured implementation in accordance to NISPOM and various applicable government regulations.
- Assisted management on various security problems and ensured it compliance with regulations drafted by government.
- Trained local staff and subcontractors on various security matters.
- Monitored all requests asking for support and maintained good relations with management.
- Facilitated in getting new industrial security clearances and performed regular checks for same.
- Ensured completion of all certification procedures and visits requests.
- Inspected all security data and ensured its compliance with Federal regulations.
- Trained employees in security awareness and education program on a regular basis.

Security Officer
Battelle Security, LLC, Tulsa, OK
July 2002 – December 2007

Responsibilities:

- Monitored all security activities and ensured compliance to NISPOM and various government regulations for databases.
 - Maintained necessary documentation for employees security and updated it according to government requirement.
 - Initiated obtaining of new industrial security clearance and prepared necessary documentation for same.
 - Administered evaluation of personnel security files and questionnaires.
 - Prepared and maintained all investigative forms and ensured security clearance for employees and clients.
 - Participated in investigation required for reinstatement of security clearances.
 - Analyzed contracts and established necessary security requirements.
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Education:

Bachelor's Degree in Engineering
Westminster College, Salt Lake City, UT

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