
Lockheed Martin Security Officer Resume

Job Objective

Seeking employment as Security Officer with Lockheed Martin.

Highlights of Qualifications:

- Experience in managing various organizations and its security operations businesses
 - Sound knowledge of BMC Remedy
 - Exceptional knowledge of security clearance process
 - Outstanding ability to research for necessary information and work according to process
 - Ability to work effectively in a team
 - Familiarity in Microsoft applications
 - Proficient in participating in various meetings
 - Solid understanding of audit engagement and associated process
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Professional Experience:

Security Officer
CB Richard Security, San Diego, CA
January 2007 – Present

Responsibilities:

- Developed security policies and procedures for various classified documents and materials.
- Evaluated and executed various federal regulations in providing security to various operations.
- Monitored all government rulings and regulations and modified activities to adhere policies.
- Designed manual regulations and procedures for storing various records.
- Assisted in conducting various security sessions for security personnel.
- Investigated all incidents of security violation and prepared necessary reports.

Security Officer
Kaiser Security Services, San Diego, CA
July 2002 – December 2007

Responsibilities:

- Provided support to provide personnel security and prepared necessary programs.
 - Coordinated with security staff for automated information security and communication security.
 - Designed various security programs and procedures and documented it.
 - Administered all federal security regulations and applied it to company operations as required.
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Education:

Bachelor's Degree in Criminal Justice
Goshen College, Goshen, IN

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