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# PERSONNEL SECURITY ASSISTANT RESUME

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## Objective:

To obtain the position as Personnel Security Assistant to ensure the smooth and conflicts free functioning of all operations of the organization.

## Summary of Skills:

- Remarkable experience in performing case initiations of personal background investigations and risk designations
- Proficient with Microsoft Word, Excel, PowerPoint
- Strong and effective customer service skills
- Proven ability to research and evaluate the root cause of a problem
- Ability to interpret and follow specific written and oral instructions

## Work Experience:

Personnel Security Assistant  
Alutiq, LLC, Boxboro, MA  
August 2005 to till date

- Initiated required preliminary security checks.
- Collected and reviewed personal documents to establish identity and employment verification.
- Requested background investigations and processed related documents.
- Reviewed documents for completeness and accuracy.
- Performed preliminary review of completed reinvestigation of all documents.

Personnel Security Assistant  
SAIC, Boxboro, MA  
May 2000 to July 2005

- Created case files and collected necessary documentation.
- Administered to send, receive, process, reproduce and/or destroy classified documents.
- Administered and coordinated routine functions in support of government security programs.
- Processed security information and data for security clearances, visit authorizations and issued badges.
- Responded to applicant requests and inquired regarding NIH policies and procedures.
- Managed to fingerprint applicants utilizing an electronic fingerprint machine.

## Education:

Associate Degree in Commerce  
University of Iowa, Iowa City, IA

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