
Special Security Officer Resume

Job Objective

Highly motivated Special Security Officer seeking an opportunity to aid the advancement of the organization and make positive contributions to the business.

Highlights of Qualifications:

- Exceptional knowledge of JDISS, JWICS, DMS, and AMHS automation systems and SIPR classified network
 - Huge knowledge of SCI requirements and security
 - Deep knowledge of basic security and fire inspection procedures
 - Solid understanding of National, DIA, and Army SCI security regulatory requirements
 - Good communication and analytical skills
 - Remarkable ability to establish and maintain effective working relationships
 - Amazing ability to maintain records and prepare written reports
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Professional Experience:

Special Security Officer
Nordic Security Services, Fullerton, CA
August 2005 – Present

- Maintained applicable SCI directives, regulations, manuals, and guidelines.
- Managed SCI personnel according to DOD, NSA, CIA, regulations.
- Provided guidance and assistance for processing EPSQ, SCI position, and eligibility requests.
- Conducted SCI security briefings, indoctrinations, and debriefings.
- Ensured each subordinate SSO and SSR conducts the self-inspection using an approved checklist.
- Investigated SCI security infractions, making recommendations and preparing required reports.
- Reviewed all derogatory information.
- Produced, reviewed, and managed emergency plans for the SCIF.

Special Security Officer
Allied Barton Security Services, Fullerton, CA
May 2000 – July 2005

- Developed, installed, and managed Security Office's security program.
 - Conducted background investigations.
 - Managed personnel access controls and physical storage and control.
 - Assured that effective controls are developed and maintained to ensure the integrity of the organization.
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Education:

Bachelor's Degree in Criminology
Spring Hill College, Mobile, AL

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