

ROBERT SMITH

Jr. Assistant Facility Security Officer

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Experienced professional seeking employment with a company in which can apply education and knowledge as well as gain experience.

EXPERIENCE

Jr. Assistant Facility Security Officer

ABC Corporation - 2011 - 2012

- Assisted in all aspects of security relating to personnel, documents, and facility.
- Processed clearances, briefing and visit requests.
- Reviewed security clearance documents and material Evaluate adverse information reports submitted by contractors.
- Maintained personal security files.
- Updated security database.
- Reviewed and screened all correspondence.
- Review and analyze E-Qip forms.

Assistant Facility Security Officer

Delta Corporation - 2008 - 2011

- Supervisor Ken Chin (619) 817-3720 Worked in support of the NMCI (Navy/Marine Corps Intranet) on an IT contract with the Space and Naval Warfare .
- Certified Facility Security Officer with completion of the FSO Program Management Course with Defense Security Service Academy, familiar the National .
- Top Secret (TS) SCI with CI Polygraph Assist the CSSO/FSO in support of over 900 cleared personnel by providing security guidance and oversight in .
- Maintain and update all personnel security files Responsible for processing visit requests for employees that require access to other Government .
- Responsible for opening and securing the SCIF to include end of the day security checks Coordinate the development of security plans including, but .
- Respond to facility alarms to include coordinating with alarm vendor, writing reports and taking remedial action based on the situation Assisted with .
- Kuwait Managed and processed all employees for initial and reinvestigation within Joint Clearance and Access Verification System/Joint Personnel .

EDUCATION

- Bachelors Of Arts in Behavioral Science - (Ashford University)

SKILLS

Security Policies and Procedures, Alarm Technician.