



# JAMES CLARK

Comsec Manager

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## SKILLS

COMSEC Security Management



Cryptographic Material Accountability



Incident Response Coordination



Regulatory Compliance Expertise



Training and Development Programs



## INTERESTS

DIY Projects

Crafting

Meditation

History

## STRENGTHS

Humility

Innovation

Insightfulness

Integrity

## LANGUAGES



English



Swahili



Japanese

## ACHIEVEMENTS

Successfully managed the secure inventory of over 1,100 COMSEC devices, ensuring compliance with NSA standards.

Reduced operational risks by 30% through the implementation of enhanced communication security protocols.

## PROFESSIONAL SUMMARY

Proficient Comsec Manager with 5 years of specialized experience in securing classified communication systems and managing cryptographic protocols. Skilled in establishing and enforcing effective communication security measures while ensuring compliance with federal regulations. Demonstrated success in overseeing COMSEC inventories, conducting audits, and enhancing secure communication practices across various operational settings.

## WORK EXPERIENCE

### Comsec Manager

Pineapple Enterprises

Jan / 2022-Ongoing

Santa Monica, CA

1. Oversaw and maintained accountability for 1,100 COMSEC cryptologic equipment, ensuring accurate inventory management and reporting.
2. Executed End Cryptographic Unit management and loadfill procedures, adhering to NSA CSSM Policy 3-16.
3. Coordinated the activation and deactivation of COMSEC devices, ensuring timely updates and compliance with operational requirements.
4. Conducted thorough audits of COMSEC processes to ensure adherence to security protocols and regulatory standards.
5. Managed the destruction of outdated COMSEC equipment in accordance with NSA guidelines, maintaining compliance and security integrity.
6. Provided expert guidance on COMSEC regulations and procedures to ensure team compliance and operational efficiency.
7. Developed and implemented training programs for personnel on COMSEC practices, enhancing overall security awareness.

### Comsec Manager

Cactus Creek Solutions

Jan / 2020-Jan / 2022

Phoenix, AZ

1. Facilitated ongoing education and training programs for staff on security protocols and COMSEC procedures.
2. Processed badge requests and updated physical security control systems to maintain operational integrity.
3. Reviewed formal DD254 contracts to ensure compliance with security requirements.
4. Conducted thorough reviews of background investigation forms (SF86, SF85) for accuracy and completeness.
5. Performed annual inspections and DCSA Security Audits, ensuring compliance with NISP standards.
6. Liaised with local and federal law enforcement and emergency response teams as necessary to enhance security measures.

## EDUCATION

### Bachelor of Science in Information Security

University of Cybersecurity

Jan / 2018-Jan / 2020

Santa Monica, CA

Focused on information security principles, risk management, and cryptography.