

ROBERT SMITH

Industrial Security Specialist

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

SUMMARY

Hardworking, organized, Industrial Security Specialist professional with a proven background delivering sensible business technology solutions on time and under budget while working as a team member or team leader.

CORE COMPETENCIES

Project Management, Configuration Management.

PROFESSIONAL EXPERIENCE

Industrial Security Specialist

Lockheed Martin Corporation - 2015 – 2021

Key Deliverables:

- Served as the direct liaison between TSA and contractors that undergo the security clearance process.
- Proficiency in used and maintained multiple databases that provides critical details of personnel that support the program.
- Knowledge of E-QIP / Electronic Questionnaires that pertain to the Vetting process.
- Provided security support to applicants and employees who need guidance per TSA standards.
- Utilized security standard operating procedures and serves as the direct point of contact to the COTR for TSA.
- Expertised in providing security awareness briefings to cleared personnel and a diverse audience.
- Conducted office / bag inspections on a monthly basis and provides security reports to the Program Director.

Industrial Security Specialist

Delta Corporation - 2008 – 2012

Key Deliverables:

- Provided high quality security evaluations to small and large defense contractors Obtained all Department of Defense and Defense Security Service .
- Received annual promotions and performance based bonuses Provided security evaluations and recommendations in person and by phone Attended annual .
- Process, hold, and maintain clearances of over 500 employees using JPAS and e-QIP Brief personnel in accordance to the NISPOM Process incoming and .
- Verify and validate the implementation of security system requirements - Communicate regularly with work-group direct supervisor and internal and .
- Develop and document security requirements validation and verification plans - Proactively utilize Six Sigma principles to evaluate job tasks .

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- Perform inspections on security systems and sub-systems - Lead, develop, and execute project plans.
- As an Industrial Security Specialist I ensured that classified information being accessed to contractors working within the confines of the State .

EDUCATION

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