

SOPHIA BROWN

Classified Programs Security Manager

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PROFESSIONAL SUMMARY

Security-focused professional with 2 years of experience managing classified programs and ensuring compliance with federal regulations. Proficient in conducting thorough risk assessments, processing security clearances, and implementing security protocols. Dedicated to enhancing organizational security culture and maintaining the integrity of sensitive information.

WORK EXPERIENCE

Classified Programs Security Manager

📅 Mar / 2024-Ongoing

Blue Sky Innovations

📍 Chicago, IL

- Managed daily operations of the personnel security program, ensuring adherence to best practices in suitability determinations for access to classified information.
- Developed a thorough understanding of security requirements from legislation and policies, impacting agency operations and employee eligibility.
- Coordinated with clearance granting agencies on the status of security clearances and re-investigations.
- Certified clearance levels for employees and consultants, ensuring proper access to classified information.
- Lead crisis management and emergency response planning initiatives.
- Scheduled and conducted initial, periodic, and exit briefings for employees, keeping all parties informed of security protocols.
- Implemented security awareness training for personnel, fostering a culture of compliance and vigilance.

Personnel Security Manager

📅 Mar / 2023-Mar / 2024

Lakeside Apparel Co

📍 Chicago, IL

- Conducted regular inspections to verify compliance with security protocols and reporting accuracy.
- Processed classified information securely, safeguarding sensitive data and ensuring confidentiality.
- Managed a team of 4 personnel security administrators, providing guidance on security processing requirements.
- Oversaw more than 3,000 personnel security clearances, serving as the primary liaison with customers to meet security needs.
- Coordinated security briefings for employees and contractors, ensuring understanding of compliance measures.
- Utilized SCIF procedures and secure communication methods to maintain classified information integrity.

EDUCATION

Bachelor of Science in Criminal Justice

📅 Mar / 2022-Mar / 2023

University of Phoenix

📍 Phoenix, AZ

Focused on security management and compliance in criminal justice systems.

SKILLS

Security Compliance Management

Adaptability

Information Security

Attention To Detail

Progress bar for Security Compliance Management

Progress bar for Adaptability

Progress bar for Information Security

Progress bar for Attention To Detail

ACHIEVEMENTS

- 🌟 Successfully managed over 3,000 personnel security clearances, ensuring compliance with federal standards.
- 🌟 Developed and implemented new security training programs, increasing employee awareness by 30%.
- 🌟 Streamlined clearance processing time by 15% through improved communication with clearance agencies.