



# HARPER LEWIS

## Personnel Security Specialist

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### PROFESSIONAL SUMMARY

Accomplished Personnel Security Specialist with over 10 years of experience in overseeing security clearance processes and conducting detailed personnel investigations. Expert in applying federal security regulations to ensure compliance and mitigate risks. Committed to enhancing organizational security and safeguarding sensitive information through meticulous evaluation and proactive measures.

### WORK EXPERIENCE

#### Personnel Security Specialist

📅 May / 2018-Ongoing

Pineapple Enterprises

📍 Santa Monica, CA

1. Reviewed personnel documents and Security Questionnaires to verify accuracy and compliance with organizational standards.
2. Coordinated with the Office of Personnel Management to facilitate timely transmittal of security cases.
3. Processed background investigation information, ensuring completeness and accuracy before submission.
4. Collaborated with Homeland Security to monitor transactions and ensure adherence to deadlines.
5. Conducted preliminary and final reviews of personal history statements prior to background investigation initiation.
6. Selected for a senior-level project team to enhance quality assurance processes within the security division.
7. Completed extensive training programs sanctioned by the DOD to bolster personnel security capabilities.

#### Personnel Security Specialist

📅 May / 2015-May / 2018

Silver Lake Enterprises

📍 Seattle, WA

1. Pre-adjudicated background security investigations for Department of Defense employment suitability.
2. Reviewed and analyzed credit reports and documentation, preparing detailed investigation reports.
3. Generated summary sheets outlining investigation results for assigned cases.
4. Demonstrated strong written and oral communication skills in reporting security concerns.
5. Managed the logging, securing, and destruction of classified documents in compliance with regulations.
6. Composed correspondence and prepared reports highlighting potential security vulnerabilities.

### EDUCATION

#### Bachelor of Science in Criminal Justice

📅 May / 2012 - May / 2015

University of Maryland

📍 Denver, CO

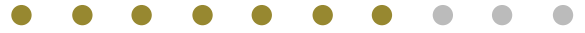
Focused on security protocols, law enforcement procedures, and investigative techniques.

### SKILLS

#### Security Clearance Analysis



#### Emotional Intelligence



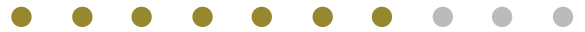
#### Networking Skills



#### Strategic Planning



#### Compliance Audits



#### Safety Regulations



### INTERESTS

🎮 Gaming

👜 Fashion

🎬 Film

💻 Technology

### STRENGTHS

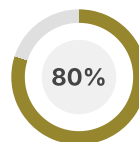
⚖️ Fairness

↔️ Flexibility

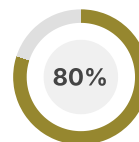
➔ Forward-thinking

❤️ Gratitude

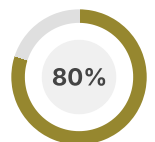
### LANGUAGES



English



Polish



Dutch

### ACHIEVEMENTS

- ★ Successfully processed over 500 personnel security clearances, ensuring 100% compliance with federal regulations.
- ★ Implemented a new tracking system for background investigations, reducing processing time by 30%.
- ★ Conducted thorough reviews of personnel security files, identifying discrepancies and ensuring timely resolutions.