



# AMELIA MOORE

Personnel Security Specialist

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## PROFESSIONAL SUMMARY

Bringing over 7 years of specialized experience in personnel security, I excel in managing security clearances and conducting thorough investigations. My strong grasp of federal regulations ensures compliance while enhancing organizational security. I am dedicated to fostering a culture of safety and integrity, actively contributing to risk mitigation and the protection of sensitive information.

## WORK EXPERIENCE

### Personnel Security Specialist

Quantum Solutions LLC

📅 May / 2020-Ongoing

📍 Phoenix, AZ

1. Oversee the Personnel Security program for the 14th Flying Training Wing, ensuring compliance with federal security regulations.
2. Protect the organization from espionage and unauthorized information disclosures through vigilant monitoring and assessment.
3. Develop and evaluate security programs to meet mission requirements, enhancing overall organizational safety.
4. Maintain professional relationships with Commanders and Security Managers to foster effective collaboration.
5. Implement personnel security protocols, establishing procedures for processing security clearance requests.
6. Review and initiate investigations for personnel security, aligning with regulatory directives.
7. Conduct training sessions to educate staff on security policies and compliance requirements.

### Personnel Security Specialist

Lakeside Apparel Co

📅 May / 2018-May / 2020

📍 Chicago, IL

1. Manage the comprehensive Personnel Security program, ensuring adherence to national security standards.
2. Serve as a primary security specialist, providing guidance on personnel and industrial security matters.
3. Utilize extensive knowledge of security protocols to enhance internal security programs and practices.
4. Communicate effectively to analyze and develop security strategies that align with mission goals.

## EDUCATION

### Bachelor of Science in Criminal Justice

University of Maryland

📅 May / 2016-May / 2018

📍 Portland, OR

Focused on security management and law enforcement practices.

## SKILLS

Data Analysis And Reporting



Security Program Management



Problem-solving



Training Development



Technical Proficiency



## INTERESTS

🔧 Woodworking

🔭 Star Gazing

★ Theatre

🏗 Architecture

## STRENGTHS

😊 Politeness

🚩 Determination

🚀 Ambition

✅ Dedication

## LANGUAGES



English



Italian



Arabic

## ACHIEVEMENTS

★ Successfully streamlined the security clearance process, reducing processing time by 30%.

★ Implemented a new training program that improved compliance awareness by 40% among staff.