

# NAME

Address 1

Address 2

(888) 888-8888

[email@gmail.com](mailto:email@gmail.com)

---

## Key Competencies:

- Over 6 years compiling and analyzing large amounts of data to find patterns and anomalies using many tools and programs
- Over 1 year of leading multiple teams of over 7 employees
- Over 2 years of consulting government clients in compliance of US directives for privacy and security as well as efficiency
- Over 6 years using Microsoft Office: Excel to manipulate data for analysis, PowerPoint for creating briefs to be presented to the client, OneNote for daily summaries, and Word for client ready deliverables
- Over 2 years of creating comprehensive guides on software tools for new hires
- Over 2 years of quality control of over 10,000 intelligence reports
- Over 10 years of personal computer and network troubleshooting and maintenance for family and friends
- Broad knowledge of basic security practices, i.e., firewalls, Access Control Lists, PKI, encryption, IDS/IPS, etc.
- Broad knowledge of basic networking topics, i.e., TCP/IP, Interior Routing Protocols such as RIP and OSPF, switching protocols such as STP, VLANs, etc.
- Broad knowledge of basic computer and networking hardware and Operating Systems such as Windows and Linux

## IT certifications:

- CompTIA Security+ - expires 12/20/2016
- CompTIA Network+ - expires 10/21/2016
- CompTIA A+ - expires 08/26/2016
- Currently working toward CCENT/CCNA Security

## Awards:

- 2013 - \*\*\*\*\* Performance and Team Award - Given for leading multiple teams in writing multiple client ready deliverables
- 2012 - \*\*\*\*\* Performance and Team Award - Given for outstanding client delivery by writing the template for a monthly analytic study that was valued at \$3,000,000

## Security Clearance:

- \*\*\*\*\*

## **Employment History:**

### **Senior Reporter/Analyst/Consultant for \*\*\*\*\***

#### **October 2012 - February 2014**

- Promoted to Senior Reporter after only one year. Client waved 7 year experience requirement
- Promoted to Associate after only two years with firm
- Responsible for maintaining compliance of government and agency level Directives and Policies
- Wrote and maintained shop level Standard Operating Procedures
- Led over 20 reporters in writing intelligence reports
- Conducted Quality Control for over 10,000 intelligence reports
- Developed the idea for, and led a team of four in writing, a client ready deliverable which was extended to a monthly report and valued at \$3,000,000
- Created the template for the aforementioned deliverable in order for others to take on the responsibility of writing it and presenting it to the client on monthly basis

### **Reporter/Analyst/Consultant for \*\*\*\*\***

#### **October 2011 - October 2012**

- Gathered and analyzed large amounts of data to create baselines and find anomalies
- Used numerous computer tools and programs to query, merge and analyze large pulls of data
- Quickly became a subject matter expert and trainer in these tools and programs
- Wrote initial startup guides for multiple computer programs used in the Intelligence Community
- Helped developers troubleshoot a newly rolled out reporting program which is on track to being the primary program used by the Intelligence Community

### **SIGINT Analyst for Special Operations in Support of OEF**

#### **May 2010 - April 2011**

- Deployment in Afghanistan
- Created projects explaining to leaders the abilities of Special Forces SIGINT Analysts
- Supported 5 Army Special Forces Teams by filling requests for information using real time techniques

### **Analyst for Reserve Force Directorate**

#### **April 2009-May 2010**

- Provided open source research
- Completed Requests for Information using numerous analytical tools
- Created written and graphical products based on research findings to enhance the knowledge of fellow analysts and higher command