

Actively seeking a position as a

— CARGO AVIATION SECURITY INSPECTOR —

with an organization in need of a professional with solid working experience, multitasking abilities, and drive to exceed corporate objectives

Focused and success driven professional with strong leadership and motivational skills that consistently produce positive change. Resourceful and analytical nature results in improved operational efficiency. Adept at making decisions and multi-tasking during fast-paced and stressful situations. Excellent interpersonal skills; interact favorably with others from all cultures and backgrounds. Skilled at maintaining positive relationships while working to resolve problems. Sincere and honest with a high level of personal and professional integrity. Excellent interpersonal skills, able to communicate and collaborate effectively with co-workers at all levels. Self-motivated and able to work independently or in a team. Computers skills includes Window XP, Microsoft word/work, Power Point, Excel, Word Perfect, AS 400, CRT System, Electronic Library, Type 40+wpm, with Internet user and tax preparer services experience.

KEY QUALIFICATIONS

- ✓ **10+ years of general office experience**
- ✓ **10 years of direct experience;** Senior Investigative Specialist for the Federal Bureau of Investigation
- ✓ **5+ years of Criminal Investigative experience;** handled investigation to solve criminal cases and prevent crimes

CORE COMPETENCIES

- Accounting and Financial Reporting
- Confidentiality Assurance
- Project Management
- Problem Identification and Resolution
- Production Scheduling
- Law and Regulation Compliance
- Training and Team Leadership
- Business Writing, Letters and Memos
- Sound Decision Making
- Workload Prioritization

PROFESSIONAL EXPERIENCE

Transportation Screening Officer: Department of Homeland Security (TSA)
West Columbia, SC

2006-Present

- Serves as a passenger screener and ensure compliance to transportation rules and regulations
- Responds to passengers' questions, requests, or complaints

Criminal Investigator/Deputy: Orangeburg Sheriff Office Orangeburg, SC

2004-2005

- Administered general law enforcement functions including prevention, detection, and criminal investigation
- Responded and investigated crimes and identified case issues and evidences based on analysis of charges, complaints, and witnesses and suspects testimonials
- Arrested law violators and testified in court
- Maintain public contact regarding potential law enforcement problems and to preserve good relationships

Assistant to Chief of Security: Claflin University Security Department Orangeburg, SC

2003-2004

- Supervised and directed a staff of 15 Security Officers and one Support Personnel
- Handled general administrative work for the Chief of Security including organizing work schedules and appointments, payroll administration, maintenance of records, and monitored budget to support travel expenses

Criminal Investigator: South Carolina University Police Department Orangeburg, SC

2000-2003

- Managed and coordinated functions in investigation division handling criminal cases investigation
- Supervised two Support Personnel while overseeing work schedules, salary adjustment and troubleshooting management

Police Officer: Columbia Police Department Columbia, SC

July-December 1999

- Patrol assigned areas to ensure security of life, property, public order, and rights of citizens

PROFESSIONAL EXPERIENCE

~ Continued ~

Senior Investigative Specialist, GS: Federal Bureau of Investigation [Grade Level: 1801-11]

New York, NY

1988-1999

- Worked under National Security Division handling Foreign Counter Intelligence and Counter Terrorism monitoring
- Collected intelligence, provided assessment, and analyzed information in relation to diverse target bases
- Created and submitted reports utilizing special photography and technical equipment
- Provided training support for newly hired employees
- Assisted in facilitating counteraction according to familiarity with geography, cultural traditions, social, political and economic structure of countries under surveillance

Training Technician/Clerk, GS: Federal Bureau of Investigation [Grade Level: 5]

New York, NY

1986-1988

- Provided support to FBI National Academy Coordinator
- Collected and reviewed National Academy Applications and providing In-service training classes for Special Agents and other related documents
- Evaluated training packages, including outline, text, and handouts
- Conducted in-service and out-service training classes for Instructors and attended meetings and seminars to enhance training skills and competencies
- Transcribed complex voice recorded materials and created rough drafts as well as creating reports and correspondence utilizing Word and Processor and Computer Terminal
- Created, revised, and organized reports, record forms minutes of meetings, scientific and technical material, numerical data, and tabular information

Mail Clerk, GS: Federal Bureau of Investigation [Grade Level: 3] New York, NY **August-November 1986**

- Sorted and checked mail for distribution for outgoing mail; sealed and stamped mail and kept record of registered mail

Receptionist/Loan Processing Clerk, GS: Small Business Administration [Grade Level: 3]

New York, NY

1985-1986

- Provided wide range of administrative and clerical duties including answering phone calls, file administration, and provided writing correspondence
- Assisted in maintaining Ledgers and Monthly Statistical Reports including high figures and percentages of Small Business Guaranteed and Direct Loans
- Created and enhanced corporate structure for company documentation and directory

EDUCATION AND TRAINING

Bachelor of Science Degree: Major: Business Management

Clafin University Orangeburg, SC

2005

- Cum Laude

Relevant Coursework, Licensures and Certifications:

- SC Criminal Justice Academy
- Basic Law Enforcement
- Class# 386-Certification
- FBI Academy
- Foreign Intelligence School for SSG
- Class# 22

COMMUNITY INVOLVEMENT

- ~ **The Shepherd Outreach Ministry:** Advisor-Member ~
- ~ **SC Law Enforcement Association (SCLEA):** Member ~