
JOHN Q. PUBLIC

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SECURITY BACKGROUND INVESTIGATION

PROFESSIONAL OBJECTIVE

Professional position with an organization offering challenge and an opportunity to serve while utilizing experience and decision making ability. **NCIS Top Secret Security Clearance.**

SUMMARY OF QUALIFICATIONS

Security and investigation professional with over 20 years experience in sensitive positions requiring high levels of responsibility. Extremely motivated and results-driven professional with exceptional communication skills. Fully knowledgeable of federal government standards of background investigation.

LAW ENFORCEMENT SECURITY / SAFETY EVIDENCE HANDLING

INVESTIGATIONS STAFF MANAGEMENT EMERGENCY MANAGEMENT

RELATIONSHIP / TEAM BLDG INFORMATION ANALYSIS MOTIVATION / COUNSELING

- **Former member of CID and NCIS.** Conducted felony investigations including larceny, burglary, housebreaking, theft, rape, crimes against the US government and suspicious deaths, including suicide. Worked independently handling up to 30 cases concurrently.
- Skilled in developing strong rapport with staff members through individual consultation, resulting in increased unit safety and efficiency, unit cohesion, and loyalty.
- Experienced in individual and group searches, area searches and detection of contraband.
- Trained and experienced in utilization of both lethal and non-lethal force, including pepper spray, shotgun, rifle, pistol and other weapons as well as hand-to-hand submission of adversary.
- Demonstrated ability to handle multiple tasks as a team leader, providing motivation, training and leadership by example. Utilize sound judgment when making decisions.
- A proven talent for analyzing problems, developing procedures, and finding innovative solutions.
- Excellent qualifications in leadership and interpersonal communications.
- Strong understanding of the dynamics involved in high security operations.
- Persuasive, with the ability to communicate effectively with culturally diverse audiences. Possess public speaking and executive management briefing experience.
- Established track record of implementing effective partnerships with outside agencies.

PROFESSIONAL EXPERIENCE

RELEVANT POSITIONS

ANYTOWN DEPARTMENT OF PUBLIC SAFETY – Anytown, USA

2003-2006

Patrolman – Highway Patrol

- Enforced all application state and Federal laws.
- Assured public safety on Arizona highways.
- Investigated traffic collisions and other incidents.

UNITED STATES MARINE CORPS – Gunnery Sergeant

1983-2003

Vehicle Registration – Anytown, USA, 2001-2002

- Wrote procedures for vehicle registration to allow base entry.
- Issued over 5,400 base decals, 2,200 contractor ID cards, 7,200 day passes, 5,800 temporary passes.
- Processed over 2,000 traffic citations and supervised 210 traffic court cases.

Criminal Investigation Division – Outoftown, Japan, 2000-2001

- Conducted felony investigations of a variety of crimes involving U.S. personnel.
- Investigated theft and sale of material and equipment from the base as part of black market unit.
- Supervised weapons qualifications for 300 Marines per week as the Range Safety Officer.
- Conducted safety briefings and weapons inspections including safety and qualification for the M-16 rifle.

Naval Criminal Investigation Service – Anytown, USA, 1996-2000

- Assisted other jurisdictions which included the Anytown County Sheriff's Office serving warrants; made on- and off-base arrests.
- Worked with the FBI in arresting a Marine for multiple counts of murder, attempted murder and racketeering, charged under RICO act.
- Recovered 31 stolen grenade launchers and other weapons including 737 pieces of evidence while working in conjunction with ATF on major case investigating stolen weapons. Investigation concluded with five arrests and convictions.
- Conducted surveillance operations for drugs and weapons resulting in multiple arrests and convictions. Investigated senior Marine for theft and sale of weapons in joint operation with ATF, resulting in conviction.
- Assisted a North Carolina sheriff's office in murder investigation resulting in two arrests and convictions.

Criminal Investigation Division – Anytown, USA 1992-2000

- Investigated various types of crimes which included larceny, theft, burglary, housebreaking and suspicious deaths.
- Assisted other agencies and jurisdictions with investigations.
- Supervised and scheduled 13 military police personnel.

Military Policeman – Camp Military, USA 1988-1992

- Enforced all both in-field and on-base applicable laws while adhering to Uniform Code of Military Justice.
- Provided protective services for headquarters and on-shore commanding officers.
- Served in Gulf War I as part of 4th Marine Expeditionary Brigade.

EDUCATION

PROFESSIONAL TRAINING AND CERTIFICATION

- Department of Public Safety Advanced Basic Academy, 2003
- Arizona Law Enforcement Academy, 2003
- Processing the body at the scene and autopsy, Riverside County California Sheriff's Office
- FBI Post Blast Investigator School, 1998
- Death Investigations, NCIS, 1998
- Hostage Negotiations, IPS Argenbright International Training Institute, 1994
- Child Abuse and Exploitation Investigation Techniques, US Dept. of Justice, 1994
- FBI Hostage Negotiation, 1981

AWARDS AND DECORATIONS

- Navy Achievement Medal and other medals for Gulf War service.
- Numerous Letters of Achievement from units and commanding officers.