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# MARY EVANS

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## ~ PSYCHOLOGIST ~

**CLINICAL PSYCHOLOGY • FAMILY COUNSELING • STUDENT MENTORING • COMMUNICATION SECURITY**

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VACANCY ANNOUNCEMENT #:

### PSYCHOLOGIST

SOCIAL SECURITY NUMBER: XXXXX6636

**GS-0180 -11, 12, 13**

CITIZENSHIP: U.S. CITIZEN

## PROFILE

Detail-oriented, performance driven, and dynamic professional seeking career advancement in family services and counseling capacities to utilize knowledge and skills acquired through continuing education in Clinical Psychology. Equipped with thorough knowledge of clinical psychological principles, theories, methods, and data. Intuitive and proactive leader with commendable ability to work both independently and as part of team. Possess excellent communication, interpersonal, motivation, and leadership skills.

## SUMMARY OF QUALIFICATIONS

- ☑ Comprehensive understanding of alcoholism and chemical dependency programs related to chemical dependency and abuse treatment as well as intervention strategies including detoxification, self-help groups, and 12-Step and Relapse.
- ☑ Familiar with information and existent problems of various ethnical backgrounds within American society.
- ☑ Outstanding skills in facilitating training and working effectively with staff, families, and community members.
- ☑ Skilled in performing and conducting psychological testing and assessments.
- ☑ Resourceful and compassionate with aptitude in applying organizational and time management skills to various task and duties.
- ☑ Proven ability to actively listen, give full attention to, and understand other people's stories; taking time to comprehend the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- ☑ Solid ability to communicate in writing to submit reports, recommendations, correspondence, and messages.
- ☑ Able to use logic and reasoning in identifying strengths and weaknesses of alternative solutions, conclusions, or approaches to problems; actively look for ways to help people.
- ☑ Exceptional ability in negotiating and guiding others to try to reconcile differences.
- ☑ Capable of identifying complex problems and analyzing related information to develop and evaluate options and implement solutions.
- ☑ Possess Top Secret Clearance.

## EDUCATION

**Pursuing Doctor of Philosophy in Psychology (GPA: 3.6/4.0):**  
Walden University, 1001 Fleet Street, Baltimore, Maryland, 21202  
Expected Completion: 2012

**Master of Arts in General Psychology (GPA: 3.6/4.0):**  
Walden University, 1001 Fleet Street, Baltimore, Maryland, 21202  
Feb 2009

**Bachelor in Criminal Justice (GPA: 3.45/4.0): 2005**

Chapman University, 42600 Cook Street #143 Palm Desert, California 92211

**Marine Corps Air Ground Task Force Training: 2004****Marine Corps Air Ground Combat Center: 2003**

Marine Corps Communication Electronic School, Eighth Street and Griffin Road Building 1758 North,  
Twentynine Palms, California 92277

**High School Diploma: 1995**

Ruskin Senior High school, 7000-46 East 111<sup>th</sup> Street Kansas City, Missouri 64134

### PROFESSIONAL TRAINING

- DOD Information Assurance Awareness ▪ Jan 2009
- Introduction to Microsoft Access ▪ Nov 2008
- Performance Dialogue ▪ Jul 2008
- Self Assessments Pay Pool & You ▪ May 2008
- Objective Driven Performance ▪ Sep 2007
- Building Alignment-Smart Objectives ▪ Aug 2007
- HR Elements-Performance Management for Managers, Supervisors, Employees ▪ Aug 2007
- 40-Hour Electronic Key Management Systems Course ▪ May 2008
- Basic Human Resources Supervisory Courses ▪ 2004
- Instructional Management ▪ Nov 2003
- Formal Schools Instructors' Course ▪ Aug 2002
- Duty Safety Manager ▪ Jun 2000

### CAREER HISTORY

**ALTERNATE EKMS MANAGER, GS-0086-07**

Apr 2007-Present

Marine Corps Communication Electronic Schools

Eighth Street and Griffin Road Building 1758 North Twentynine Palms, California 92277

Hours per Week: 40 Hours

Supervisor: Lt. Col. Charles Carroll 760.830.7432, may be contacted

Annual Salary: \$37K

- Assume responsibility in testing, integration, installation, modification of covert and overt secure communications systems.
- Participate and contribute in planning, ordering, installation, operation maintenance, repair, and termination of services.
- Perform administrative functions such as preparing, typing, and filing reports, process authorizations, correspondences, and messages as well as maintaining reports and publications library appropriate for Electronic Key Management Systems section using Microsoft Office.
- Interface with various management sections to inform employees regarding security updates, future inspections, as well as policies and procedures on proper management of accounts using Classified Material Control Center guidelines through typed correspondence using Microsoft Outlook and Facsimile as well as communicating verbally.
- Obtain pertinent investigation information for employees using specialized software called JPAS as well as receive communication security materials through defense courier service.
- Conduct operations checks on secure equipment and telephone units.
- Document and present constant written and verbal correspondence with the Director of Communication Security Material concerning disposition of cryptographic materials.
- Draft and file message traffic regarding the disposition of cryptographic materials for Marine Corps Communications Electronics School by using Microsoft Outlook and new AMHS2kv message system.

- Co-manage distribution of more than 6000 high-cost cryptographic items that cost in excess of \$18 million to more than 30 local element accounts.
- Provide advice and inform personnel on new or revised EKMS policies and procedures and their impact on the command.
- Report immediately to the Security Manager any known or suspected insecure practice or CMS incident in accordance with appropriate procedures as well as initiate action to ensure that required reports are submitted and replacement material is obtained when required.
- Serve as the central point of contact for EKMS matters to provide authoritative explanation of requirements, regulations, and procedures to various users at different locations and to address questions concerning the accountability, control, security, and destruction of materials as appropriate.
- Facilitate user training to ensure familiarity of all personnel in handling COMSEC material and in compliance with proper CMS procedures such as proper and adequate physical security, accountability, controls, proper destruction practices and included Practices Dangerous to Security (PDS).

**ELECTRONIC KEY MANAGEMENT SYSTEMS ASSISTANT, SGT**

Nov 2004-May 2006

Marine Corps Communication Electronic School

Eighth Street and Griffin Road Building 1758 North Twentynine Palms, California 92277

Hours per Week: 40 Hours

Supervisor: Gy. Sgt Robert Seals, 760.464 2316, may be contacted

Annual Salary: 35K

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- Counseled and informed Security Manager and personnel concerning new and revised EKMS policies and procedures and their impact on the command.
- Assumed responsibility in acquiring monitoring and maintaining the Command COMSEC material allowance.
- Conducted annual review of all COMSEC material holdings related to the organization and mission of the Command to determine continued need for the quantity and identify types of all COMSEC material held.
- Initiated and implemented action for modification of allowance to address issues on identified excess material in the operational requirement.
- Maintained and ensured proper storage and adequate physical security for the COMSEC material held by the account.
- Provided users with written guidance to whom material was issued on local custody which included specific information concerning the handling, safeguarding, accounting, and destruction / disposition of material issued.
- Rendered assistance in issuing COMSEC material using the Local Management Device / Key Processor (LMD/KP) after verifying that the recipient is authorized to hold COMSEC material and has executed a CMS Responsibility Acknowledgment Form.
- Documented the training of personnel and maintained records locally.
- Co-managed distribution of nearly 4000 high-cost cryptographic items valuing in excess of \$16 million to more than 30 local element accounts.
- Ensured commitment of the section to the welfare of the local accounts through giving personal time and effort.

**FIELD RADIO OPERATOR'S COURSE INSTRUCTOR, SGT**

Jun 2002-Nov 2004

Marine Corps Communication Electronic School

Eighth Street and Griffin Road Building 1758 North Twentynine Palms, California 92277

Hours per Week: 40 Hours

Supervisor: Mr. Dennis Adams, may not be contacted

Annual Salary: 35K

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- Advised and provided individual counseling to each student; led, trained, and evaluated students' progress and learning aptitude.
- Facilitated instructions to students of Field Radio Operators Course through providing custom multimedia presentations of the lessons and developing appropriate curriculum for the course.

- Presented sensible lessons on operating radio equipment, proper maintenance, and communication security utilizing Microsoft Power Point, overhead projectors, VHS videos, and DVD players during discussions.
- Effectively utilized various teaching methodologies such as lecture method, computer-based training, and practical application stations to ensure successful transfer of learning to students regarding all radio equipment along with the proper preventative maintenance of the radio equipment and other related components.
- Monitored and enforced all safety regulations, correcting safety violations to ensure future compliance according to Marine Corps Communications Electronics School's policy.
- Received high scores on each performance evaluation.

**SECURITY CLEARANCE MANAGER, CONTRACTOR**

Aug 2001-Jun 2002

American Systems Corporation

2780 Airport Drive Suite 400, Columbus, Ohio 43219-2268

Hours per Week: 40 Hours

Supervisor: Mr. Nick Despas, 614.827.1570, may be contacted

Annual Salary: 40K

- Investigated and researched to obtain substantial client information on computer utilizing specialized software JPAS and DCII.
- Updated clients regarding the status of investigations as well as details of granted or denied employees' clearance.
- Effectively and professionally identified problem areas and researched various solutions to address noted deficiencies.
- Determined areas of investigation pertinent to suitability decision or to granting a security clearance.
- Documented and reported adequacy and completeness of investigations.
- Worked closely with disgruntled clearance applicants in a positive, professional manner in resolving issues concerning clearance process.

**PERSONNEL CLERK, SGT**

Mar 2001-Jun 2001

9<sup>th</sup> Reserve District PWST, Missouri, 61453

Hours per Week: 40 Hours

Supervisor: Mrs. Charbonneau, may not be contacted

Annual Salary: 2.8K

- Executed multiple administrative duties such as coordinating with local sites in organizing meetings, participating in the planning and coordination of annual conference, as well as providing assistance to the local site in conducting community outreach, family readiness, and site maintenance.

**AWARDS AND HONORS**

Good Conduct Medal ▪ Sep 2005  
 Certificate of Appreciation ▪ Mar 2005  
 Global War on Terrorism Service Medal ▪ Nov 2004  
 National Defense Service Medal ▪ Mar 2001 and Sep 2001  
 Navy Meritorious Unit Commendation ▪ Jan 2001  
 Sea Service Deployment ribbon ▪ Jan 2001  
 Meritorious Mast ▪ Aug 2000  
 Letter of Appreciation ▪ Dec 1999

**AFFILIATIONS**

United States Marine Corps  
 Missouri National Guard