

NAME

XXXXXXXXXX, ARLINGTON, VA ZIP CODE XXX.XXX.XXXX XXXXXXXXXXXX@GMAIL.COM

Intelligence Specialist

Name of Organization | Agency

Announcement No. XX-XXX-XXXXXXXX-XX

Citizenship: U.S. Citizen

QUALIFICATIONS PROFILE

Analytical and performance-focused professional with hands-on experience in analyzing intelligence data, preparing and presenting intelligence briefings. Equipped with knowledge of the materials preparation for reconnaissance missions as well as use of maps and charts to produce imagery data. Capable of working with a team of professionals to provide input and receive data from computerized intelligence systems. Skilled at performing analysis on events and signatures of interest as well as interpreting data for national and Department of Defense (DoD).

COMPETENCIES

ORAL COMMUNICATION

- Assume full accountability for mission debriefings while analyzing results and preparing reports
- Led shift briefings to inform officers regarding the important considerations such as properties to check individuals and local areas assigned

PROCESSING AND EXPLOITING CAPABILITIES

- Take charge of collecting and analyzing communication signals using sophisticated computer technology
- Provide input to and receive data from multiple computerized intelligence systems
- Prepare and present intelligence briefings as well as planning materials for operational missions

PROFESSIONAL EXPERIENCE

XXXXXXXXXXXX – ARLINGTON, VA ZIP CODE

Intelligence Specialist 2014–Present

Supervisor: XXXXXXXX

Hours per Week: XX

Contact No: May contact/Do not contact

Annual Salary: XXXXX

- Hold responsibility in identifying and producing intelligence from raw information
- Assemble and analyze multi-source operational intelligence
- Prepare and present intelligence briefings as well as planning materials for operational missions
- Assume full accountability for mission debriefings while analyzing results and preparing report

XXXXXXXXXXXX - ARLINGTON, VA ZIP CODE

Intelligence Specialist 2010–2014

Supervisor: XXXXXXXX

Hours per Week: XX

Contact No: May contact/Do not contact

Annual Salary: XXXXX

- Conducted keen analysis on intelligence and briefing commanding officers with information, and developing strategies and objectives for acquiring critical data
- Led shift briefings to inform officers regarding the important considerations such as properties to check individuals and local areas assigned
- Reviewed case histories and complaints against law enforcement professionals and recorded data

EDUCATION

Bachelor's Degree in Information Systems Security

XXXXXXXXXXXX | ARLINGTON, VA ZIP CODE

HIGH SCHOOL DIPLOMA

XXXXXXXXXXXX | ARLINGTON, VA ZIP CODE