

NAME

XXXXXXXXXX, CONNECTICUT 06883 XXX.XXX.XXXX XXXXXXXXXXXX@GMAIL.COM

Communications Security Manager

QUALIFICATIONS PROFILE

Analytical and performance-focused professional with hands-on experience in investigating and reviewing security violations, preparing reports, and recommending specific preventive and corrective action to be taken. Equipped with comprehensive knowledge of National Security Agency/Central Security Service (NSA CSS) Policy Manual 3-16; Control of Communications Security (COMSEC) material. Armed with complete understanding of the NISP, NISPOM, NISPOM SUP, JAFAN, ICD. Held Top Secret Security Clearance.

CORE COMPETENCIES

Personnel Safety	Data Analysis and Recordkeeping
Standard Operating Procedures Implementation	Regulatory Compliance
Communications Security System Management	Access Control System Administration

PROFESSIONAL EXPERIENCE

XXXXXXXXXXXX – WESTON, CT

Communications Security Manager 2014–Present

- Take charge of the strategic, personnel, infrastructure, requirements, policy enforcement, emergency planning, security awareness, and other resources
- Hold responsibility in recognizing unique aspects of the Communications Security (COMSEC) environment and hierarchy
- Demonstrate knowledge of computer networking concepts and protocols, and network security methodologies as well as operational impacts of cybersecurity lapses
- Enforce laws, policies, procedures, or governance relevant to cybersecurity for critical infrastructures
- Keep the confidentiality of organization's information classification program and procedures for information compromise
- Manage the controls in relation to the use, processing, storage, and transmission of data
- Provide policy interpretation and guidance for the Personnel Security Program for the System program officers, government agencies and all entities involved in the SAP

XXXXXXXXXXXX – WESTON, CT

Security Support Specialist - COMSEC Custodian 2010–2014

- Assumed full accountability in administering security programs, procedures and guidance for safeguarding, handling, and control of classified and/or COMSEC material
- analyzed security issues, participates in developing solutions, and coordinates appropriate actions to be taken to ensure compliance with the classified security program
- Ensured readiness of personnel and account for regularly scheduled NSA COR audits
- Oversaw the Defense Courier Service (DCS) account used to transport COMSEC material

EDUCATION

Bachelor's Degree in Information Systems Security

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TECHNICAL ACUMEN

Microsoft Word, Excel, PowerPoint, and Visio)