

WILFRED J. GREEN

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Seeking the position of....

SECURITY MANAGER

SUMMARY OF QUALIFICATIONS

The best security Non-commissioned Officer I've worked with in my 13-year career.

Thomas C. Franklin, Colonel, United States Air Force

SECURITY MANAGER with 20 years of experience planning and managing investigations, site security, intelligence, electronic data, and classified information. Top Secret/SCI security clearance received October 2005; Counter-Intelligence Polygraph Examination completed November 2005. Qualified on 9 mm, shotgun, M-60, M-203 and M-16A2 weapons. Demonstrated performance in key areas that include:

- Personnel Training & Leadership
- Crisis Management
- Asset Protection
- Law Enforcement
- Emergency Planning & Response
- Policies & Procedures Development
- Industrial Security
- Surveillance

Core Competencies:

- ✓ Self motivated with the ability to inspire others to maximize their strengths and abilities
- ✓ Excellent communicator, orally and in writing
- ✓ Dependable and trustworthy; high ethical and moral standards
- ✓ Extremely effective building and sustaining positive relationships with internal and external associates
- ✓ Strong problem analysis and resolution skills; decisive decision-maker
- ✓ Excel in keeping projects running smoothly and on schedule
- ✓ Remain focused and productive under stressful conditions

PROFESSIONAL EXPERIENCE

United States Air Force – 1986 to Present

Non-commissioned Officer in Charge of security forces, intelligence squadrons and police teams that maintain security and protect facilities, personnel, classified information, and equipment at military bases worldwide. Neutralize threats, conduct sweeps and searches, handle arrests, initiate recovery operations, and provide aid to medical and fire emergency response forces.

Stationed at Wright-Patterson Air Force Base, Dayton, OH, since 2000. Manage security branch information, personnel and communications for unit operating \$9.2M mobile systems supporting US Air Force programs.

Selected Achievements

- Cut security manpower requirements 77% by streamlining personnel duties.
- Coordinated activities between operations, contractors and civil engineers during \$950K restoration project.
- Handpicked to write first-ever support agreement between unit and Provost Marshall's office in Kuwait.
- Selected to single-handedly repair paralyzed and unorganized resource protection program.
- Took leadership role in managing \$300K appearance and protection modification.
- Recognized as major contributor to completing \$75K project for installing surveillance cameras at entry gate.

PROFESSIONAL EXPERIENCE CONTINUED

- Saved over \$10K by increasing storage space for secure items through devising new classified media retention system.
- Revised memorandum of agreement with key agency to ensure vital security services were provided without increasing program costs.

Manage day-to-day activities that include:

- Enforce asset protection, crisis management, emergency preparedness and response, safety training, and surveillance.
- Conduct investigations and inspections, identify security vulnerabilities, and minimize or contain associated risks.
- Ensure compliance with OSHA requirements, fire and building, and HAZMAT regulations; prepare and disseminate interim reports.
- Work cooperatively with local, state, federal, and military security teams that include National Security Agency, National Air and Space Intelligence Center, and Department of Defense.
- Establish policies and procedures; advise upper-level staff members regarding security needs, train and supervise personnel, and create and administer security plans.
- Provide classification management including safekeeping, storage, marking, transmitting and destruction of classified information.

PROFESSIONAL DEVELOPMENT

Graduate of numerous security training programs that include:

40 hour Automated Information Security Course
USAF Sensitive Compartmented Information Management
Cryptographic Encryption Management
National Air and Space Intelligence Center Security Managers Training
Industrial Security Training

Computer proficient in Microsoft Windows, Word, Excel and PowerPoint

HONORS

Received Air Force Commendation Medal and 4 Achievement medals