

Elizabeth J. Harris
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Clearance, Skills and Special Training

Cleared for SCI-DCID 6/4 with CI polygraph and granted access to Sensitive Compartmented Information by the Defense Intelligence Agency, based on a Single Background Periodic Reinvestigation completed on 07 Feb 2017.

Knowledgeable in multiple security domains including: Personnel Security, Operational Security, Information Security, COMSEC and Physical Security (TEMPEST), with ability to learn new ways and new things. Willing to relocate where needed.

Experience:

2015-Present Systems Development Corporation, Inc.
Access Control

Huntsville, Alabama

- Validated clearances, accesses and Need-to-Know for the secure areas in compliance with regulations and requirements.
- Perform security checks of badges to site, signing in and escorting personnel without access.
- Maintain security locations and documentation, with perimeter checks.
- Maintained processes for controlled access to secure areas.

2012-2014 The Boeing Company
Industrial Security Specialist on a special access program

Dallas, Texas

- Created and maintained all program personnel files, for all Boeing employees in the Dallas, Texas area.
- Coordinated and created multi program accesses for all Boeing personnel.
- Created and coordinated all outgoing and incoming visits for our multi site locations.
- Coordinated multi-program badges for all Boeing personnel in the Dallas, Texas area.
- Maintained and updated both the program and corporate networks with all Boeing personnel information.
- Created and maintained countable material for the program.
- Worked with the St. Louis clearance office to ensure periodic reviews were completed in a timely manner.
- Helped personnel access and update their personnel information when needed.
- Helped personnel with foreign travel and foreign contacts reporting, and communicated it to our customer.
- Transferred information from the corporate to the program network on a multi-daily bases.
- Coordinated and completed the company required yearly security site survey to check the personnel knowledge of security procedures, for the Dallas, Texas area.

2006-2012 The Boeing Company
Industrial Security Specialist on a special access program

Palmdale/Edward Air Force Base, California

- Created and maintained Boeing personnel processing for the F-22 Air force Base, CA.
- Created, presented, and trained a Security Education program and briefed multiple programs' personnel including contractors, civil service and military personnel.
- Maintained the safe database and content control and accountability for multiple programs.
- Created and maintained processes for controlled access to secure areas.
- Performed periodic annual inspections for multiple programs and secure areas to include COMSEC, personnel and physical security to ensure compliance with government and corporate regulations and requirements.

- Conducted security investigation, to include initial, intermediate and final reports and briefing to management, determine the level and situations of the non-compliance to government or corporate regulations or requirements.
- Identified security deficiencies and recommended appropriate corrective actions.
- Researched, analyzed and compiled security relevant technical data for program products for compliance with contract, government and corporate regulations and requirements.
- Reviewed program documents (compliance procedures, enterprise policies: SOP, Facility Checklist, government procedure and policies) to ensure security relevant requirements are maintained from contract requirements.
- Worked with multiple teams to ensure the security support structure is identified during the design, build, implementation and delivery of a product.
- Created and maintained document trees, program schedules and projects configuration management structures during all phases of program design.
- Maintained and implemented an in-depth security protection program for the company. Worked in a collaborative team environment to ensure best team efforts to complete task. Interfaced with upper management teams, customer and business partner to ensure the best security support structure incorporated in developing the best products. Supported other security functions at a higher job classification due to personnel on business travel or vacant positions.

2004-2006 The Boeing Company
Access Administrator

Huntsville, Alabama

- Maintained the AMS badge reader system along with the access list and removed personnel not authorized to access to the secure area within the specified time period.
- Maintained the records of all personnel with approved access to the secure area.
- Validated clearances, accesses and Need-to-Know for the secure areas and maintained classified safes and classified waste containers in compliance with regulations and requirements.
- Helped conduct security violation investigations.
- Periodically performed self inspections of secure areas

1996-2004 Techni-Core Engineering, Inc./Army Missile Command
Access Control Administrator

Huntsville, Alabama

- Worked as an Operations Desk operator maintaining and controlling secure clean/sterile labs.
- Prepared secret conferences and other conferences where Top Level Management, civil service personnel and military Generals were present.
- Established live satellite feeds, PC and Macintosh computer support, and videotapes.
- Set up and provided front and rear viewgraphs, and sound using podium, hardwire, table-top, lapel and handheld wireless microphones.
- Helped set up for and work trade show events.

1995-2004 Von Braun Center
Production Team member

Huntsville, Alabama

- Managed the Arena sound network to ensure connectivity with other sound elements.
- Assembled/disassembled and operated the sound system, lighting, spotlight and stage of productions for Broadway musicals, concerts, etc.
- Helped with security when required.
- Worked in the hair and wardrobe departments on Broadway shows, pulled cable for WCW live broadcast for WTBS and worked as stagehand for several musicals and concerts.
- Coordinated rental agreements and contracts during employment.

- Maintained, coordinated and operated the sound system music coordination of events for Semi-Pro football and hockey teams.
- Helped set up for and worked trade shows events.

Education:

1985-1990 UNIVERSITY OF NORTH ALABAMA

Florence, Alabama

Bachelor of Science in Radio-Television-Film
 Minor in Business Administration

Additional Training:

- COMSEC Custodian Training Course ND-112 (2011).
- NISP Level 3 & 4 Training (2011).
- International Security Training Refresher Course (2011).
- DOORS Training (2009).
- First Tier Training (2009).
- Practical SCIF Construction Course (PSC) (2008)
- Advanced AFADS User Training (2008).
- JPAS Training (2008).
- OPSEC Program Manager's Course (2007).
- OPSEC Analysis (2007).
- SAP Orientation course (2007).
- DDS course - Information Security Orientation.
- DDS course - Information System Security Basics.
- DDS course - Basic Industrial Security For User Agency Personnel.
- DDS course - Essentials of Industrial Security Management.
- DDS course - Protecting Secrets & Confidential Documents.
- DDS course - Marking Classified Information
- DDS course - Basic Information Security.

Honorable discharge from Alabama National Guard (Communications unit) - February 1990

Program Involvement:

- F-22 Raptor Joint Flight Test Center
- Ground-Based Missile Defense (GMD)