

PROFESSIONAL EXPERIENCE

Deputy Emergency Manager

Feb 2016-Current

**City of Portland, Bureau of Environmental Services
Portland, OR**

- Coordinates the effort of the entire Bureau of 550 employees to mitigate, prepare for, respond to and recover from natural and human caused emergencies and disasters that would disrupt essential functions.
- Create, write and update Bureau wide Emergency related documents including the Continuity of Operations Plan (COOP). Create and facilitate related presentations to educate staff on the COOP content. Facilitate meetings with managers, engineers and subject matter experts on COOP content and analyze feedback and information for improvements upon and to develop improved content in the plan.
- Develop and execute an exercise plan for the EOC and emergency responders in the Bureau. Develop and facilitate an exercise scenario to activate the Bureaus Emergency Operations Center (EOC). Create scenarios and training materials, and direct the exercise. Facilitate After Action Review (AAR) briefings and documentation to identify gaps analysis and areas of improvement. Analyze AAR for continual improvement and recommendations.
- Represent the Bureau and the Emergency program at Emergency Management related meetings and working groups. Present issues and ideas to the Bureau director and other Bureau leaders. Build and maintain industry relationships to create joint efforts and programs.
- Conduct analysis of gaps and improvement opportunities related to emergency and/or disaster preparedness, business and facility resiliency, security and facility vulnerability, and the COOP Plan. Make recommendations to enhance the Bureaus COOP, preparedness and overall emergency program. Make policy and program enhancement recommendations from "After Action" reports.
- Create and run a home preparedness program to meet the emergency and disaster preparedness needs of the Bureau and the staff in the bureau. Make presentations, creating flyers, update internet site, developing raffle give-aways, write monthly articles to promote home and family preparedness of bureau staff, and holding guest speakers, fairs and sessions.

Protection Analyst

Jan 2013-Nov 2015

**US Army Corps of Engineers
Portland, OR**

- Conduct classified assessments and evaluations on Critical Infrastructure assets and programs to meet regulatory requirements. Lead meetings and facilitated group discussion on process improvements. And conducted teaching and training on the assessment process.
- Conduct security, COOP, Emergency procedure training and exercises for the District Office.
- Collected data from interviews and assessments and created graphs and write-ups of quantitative results, and developed best practices.
- Coordinate with other federal and law enforcement agencies to conduct critical infrastructure assessments, and monitored and tracked progress and mediated issues with reports and findings.
- Consulted the Headquarters office on issues in the field for further follow up and programming concerns. Alerted HQ of policy issues that did not match current status in the field resulting in a program creation to address the gap.
- Formulate effective strategies using strategic thinking to interpret trends and data to determine objectives and sets priorities and anticipate potential threats or opportunities to the program. Worked to advocate and represent the results accurately of the assessed office.
- Identify problems; determine accuracy and relevance of information; use sound judgment to generate and evaluate alternatives, and to make recommendations on policy changes.

Analyst**May 2011-Jan 2013****Transportation Security Administration****Washington, DC**

- Risk Analyst Consultant creating risk and vulnerability assessment questions for risk interviews to evaluate the TSA cargo security at various locations in Canada.
- Conducted trend and root cause analysis and wrote reports and analyzed the outcomes of the questionnaire findings from the raw interview data into final reports submitted to the government with recommendations.

DoD Secretary of Defense Office

- Facilitated the creation of Standard Operating Procedure documentation.

Department of Education (ED)

- Analyzed and evaluated sensitive survey results for the ED office of the Chief Information Officer(CIO) federal government assessments. These assessments were used to find best practices, gap analysis, cost savings and lessons learned for a multi-billion dollar contract.
- Made recommendations to the government for process improvements.
- Conducted compliance assessment question, investigations, and interviews to concluded root cause analysis.
- Conducting lessons learned write-ups and review.

Security Specialist/Identity Operations Analyst**Mar 2009-May 2011****United States Marine Corps Security Division****Washington, DC**

- Identified complex issues in security policies relating to the USMC security division.
- Responded and compiled data for FOIA request on all USMC missing, lost, stolen, recovered (MLSR) government property for Operation Enduring Freedom over a 5 year span.
- Researched open source information and maintained relationships with vendors of Commercial off the shelf products (COTS) attended conferences and vendor product presentations. Created database and worksheets on each item.
- Researched and planned for the spending of a \$13million dollar budget.
- Presented USMC interests and requirements at meetings, conferences, working groups.
- Responsible for the logistics and organization of the conference for the USMC working group 2010 and 2011.
- Served as USMC representative in meetings, task forces, and conferences to communicate USMC requirements.

Force Protection Analyst**Feb 2008-Feb 2009****Department of Defense (DoD)****Washington, DC**

- Represented the organization at various conferences and meetings with other federal agencies and DoD bodies.
- Met with and coordinated the organizations interests with various vendors to research new emerging products.
- Analysis and knowledge of worldwide current and emerging biometric capabilities
- Coordinated with the COCOMs and other users to satisfy their mission through security technology requirements. Responding to mission gaps by evaluating emerging technology.

**Security Operations Support Officer
Department of Defense (DoD)
Washington, DC**

Jul 2006-Feb 2008

- Conducted investigations, interviewed and debriefed personnel returning from international travel to collect and analyze the information for improvement on best practices and policy updates.
- Wrote policy recommendations for improvement on existing policies.
- Liaison to senior management, including the responsibility to brief policy and coordinate all correspondence between my division and office leadership.

**Foreign Liaison Analyst
US State Department
Washington, DC**

May 2005-Jul 2006

- Responded to urgent questions from law enforcement and government agencies by researching and gathering data from all intelligence agencies databases, creating tear-lines and extracting pertinent information and corresponding with agencies for the release of data.
- Point of contact for all daily foreign embassy contact and for the release and obtaining of derogatory information, verifying and protecting the information shared within the privacy act guidelines.
- Met with foreign government representatives to discuss the sharing of information and creation of MOU's.

**Intelligence Assistant
Federal Bureau of Investigation (FBI)
Washington, DC**

Jan 2004-May 2005

- Researched and collected data from case files for evidence used in court for FISA warrant requests.
- Compiled and analyzed case information from FBI databases and paper files for ongoing investigations to include creating case timelines and social networking diagrams through Analyst notebook.
- Conduct searches in cases and analyzed results including use of various FBI search engines.

EDUCATION

- Masters of Science in Intelligence Analysis, 2009- The Johns Hopkins, Baltimore, MD
- Bachelors of Arts in International Relations, 2002-University of California, Irvine, CA

TRAINING:

- ICS 100, 200, 700
- Certified Anti-terrorism Officer, 2013 (US Army Military Police School)
- Civil Liberties and Intelligence Sharing course, 2013 (State Police)
- HUMINT Surveillance / Counter-Surveillance, 2007 (DIA)
- Joint Operational Support Technicians Course 1, 2007 (DIA)
- Counterintelligence/Human Intelligence Analyst Course, 2006 (DIA)
- Introduction to Proliferation: Players, Issues and Technologies, 2004 (CIA)
- Introduction to China Matters, 2004 (CIA)

TS Clearance, SCI eligible