**Victoria J. Sipes**

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**Objective**

Highly motivated Facility Security Officer with extensive experience in facility security management seeking an opportunity to provide your company with my exceptional abilities to manage safety programs accurately. Process, track, and maintain personnel security clearances, and ensuring a fully secure environment.

## Clearance and Qualifications

* Current/Active - Top Secret Clearance
* NCMS Member – The Society of Industrial Security Professionals
* Certified in Personally Identifiable Information (PII), Cybersecurity and Insider Threat Awareness

**Education and Training**

* NOVA Community College, Business Administration 1993-1995
* San Joaquin Valley Business Community College 1992-1993
* DCSA, CDSE STEPP Security Training, Education and Professionalization Portal - FSO Orientation Curriculum for Non-Possessing Facilities:
* FSO Role in the NISP   
  • Introduction to Information Security  
  • ISFD Facility Clearance Verification and Notifications for Industry v3  
  • DSS e-FCL Submission Site User Guide  
  • JPAS/JCAVS Training for Security Professionals   
  • Understanding FOCI  
  • NISP Reporting Requirements  
  • NISP Self Inspections

**Technical Skills**

* NISS, DISS, e-QIP, SIMS, SWFT
* Adobe Acrobat, SharePoint (end user), Microsoft Windows Operating System/Microsoft Office Suite, Oracle Database – PeopleSoft (end-user), Quick Books Pro

**Experience Summary**

**Facility Security Officer/Security Manager**, Jacobs Technology, Inc. 09/2019 – Present

* Maintain and manage all FSO duties per NISPOM requirements 32 CFR part 117 for multiple cage codes and facilities
* Coordinates with the Defense Counterintelligence Security Agency (DCSA) and other Department of Defense (DoD) agencies
* Maintains the DISS and NISS databases by preparing and updating Key Management Personnel (KMP) Listing and all other facility documentation as required
* Program Support and security liaison for all senior leadership team under the Business Unit
* Manage all direct reports within in the security team under the designated performance unit
* Conducts semi-annual security audits and prepares for DCSA continuous monitoring reviews
* Maintains contract DD254’s for DoD and SCI level contracts and prepares subcontract DD254s with COTR approval, as necessary
* Provides Industrial Security guidance to Human Resource Department, Senior Management and advises Corporate Security Officer
* Maintains Insider Threat Program and submits monthly reports to the Director of Security
* Develops and implements an Industrial security education program including initial security clearance briefings/debriefings, foreign travel briefings/debriefings and annual refresher and Insider Threat Program briefings
* Supports all employees and program staff for any security inquiries, as well validate new hires clearances
* Conduct random investigations of non‐compliance and security infractions/violations
* Participate in weekly staff and coordination meetings to identify any discrepancies or new updates on program support with Senior Management, Project Managers, and Talent Acquisition
* Responsible for all New Hire clearance processing to include initial contact, retrieval and preparation of paperwork, submission of paperwork, follow-up, and reporting progress to key personnel on a weekly basis for multiple contracts
* Monitor clearance investigation status and initiate appropriate investigation and fingerprints checks for personnel (to include both initial, upgrades, and periodic re-investigations)

## Assistant Facility Security Officer (AFSO), NetCentrics Corporation

01/2017 – 08/2019

* Serves as liaison to government security (JSP Security/DISA) and NetCentrics program managers and other technical staff
* Conduct surveys, prepares impact statements/analysis and provide recommendations on security infractions/violations
* Conduct random investigations of non‐compliance and security infractions/violations
* Prepare SCI nomination packets for SCI eligibility for read on, onto various programs
* Interacts with government points of contact, DOD and Intelligence Community (IC) to ensure consistent management of cleared personnel
* Act as the POC for all Security clearance inquiries for employees and program staff
* Participate in weekly staff and coordination meetings to identify any discrepancies or new updates on multiple contracts
* Responsible for all New Hire clearance processing to include initial contact, retrieval and preparation of paperwork, submission of paperwork, follow-up, and reporting progress to key personnel on a weekly basis for multiple contracts
* Maintain relationships onsite/offsite with Program Managers and team leads
* Process incoming and outgoing Visit Authorization Requests
* Monitor clearance investigation status and initiate appropriate investigation and fingerprints checks for personnel (to include both initial, upgrades, and periodic re-investigations)
* Provide initial briefings, annual refresher briefing, foreign travel briefing and debriefing of all new, and current employees and consultants
* Maintains appropriate facility security databases including, but not limited to, JPAS, e-QIP, ISFD, and SWIFT, NISS, DISS

## Facility Security Officer (FSO), Executive Assistant to President CEO, Office Manager TMR, Inc.

03/2014 – 01/2017

* Performed facility security officer (FSO) duties with security clearance verifications with various agencies
* Assisted President/CEO with DSS SVA Audits
* Monitor clearance investigation status and initiate appropriate investigation for personnel (to include both initial, upgrades, and periodic re-investigations)
* Supported the CEO and Leadership team with all aspects relating to administrative support
* Provided office management to include, but not limited to, minor computer support, software installation, equipment purchases, providing first level support for “off-site” contractors, building maintenance, ordering office supplies, meeting coordination
* Served as liaison to government security (JSP Security/DISA) and NetCentrics program managers and other technical staff
* Assisted with CMMI SVC M2 – M3 Appraisals and ISO 9001:2008; 27000 and 20001

## Executive Assistant to President/CEO, Office Manager, Moehn Management, Inc. (Temp Position)

07/2013 – 02/2014

* Provide daily support to the President/CEO of the company and marketing consultants in Education Finance
* Assisted a sales team and their associates throughout the US with numerous banks and schools, for the marketing of private student loans
* Maintained the company’s day to day operations by; preparing payroll; maintaining daily account reconciliation; preparing correspondence; designing filing systems; reviewing and approving supply requisitions; equipment procurement and monitoring clerical functions

## Executive Assistant to Engineering Department/HR Assistant, Harris Corporation

## 09/2009 – 06/2013

* Supported a high-end cyber security engineering department with over 140 engineers consisting of security researchers, digital forensic analysts, system/software engineers, trainers, and support staff
* Executive level support to Vice President of Business Development/Senior management/BD Team and program managers
* Analyzed weekly funding reports and report any discrepancies
* Maintained schedules and travel for VP and team members
* Tracked the Business Opportunity Pipeline and updated slides for New Business Reviews

## Executive Assistant to Service Center, Chenega Corporation (Alta IT Services) (Temp Position)

06/2009 – 08/2009

* Executive support to Proposal Coordinators, Managers and other staff within the Service Center
* Provide and track monthly reports for the Business Development team leads
* Direct support to proposal managers in the production of proposals and other documents and in development and maintenance of all proposal infrastructure, including databases, templates, and re-use material

## Sr. Business Development Administrator, KGS, Inc. (KForce Staffing)

02/2009 – 06/2009

* Provided support to Executive level management, Business Units, and to the Vice President/Chief Operating Officer

## Project Business Administrator, MITRE Corporation

02/2000 – 01/2009

* Executive level support to Project Managers/VP and Chief Financial Officer
* Provided day-to-day support for two major contracts involving four teams consisting of twenty full- and part-time employees and fifteen vendors
* Managed a classified government SCIF, contributing to the improvement and efficiency of the workflow process of several classified projects
* Maintained contract logs, files and distribution of contracts to various executives
* Obtained knowledge of security procedures and documentation standards

## Executive Assistant, NRTC (National Rural Telecommunications Cooperative)

09/1999 – 01/2000

* Support the VP of Satellite Division and other team members

## Executive Assistant, American Management Systems, Inc.

07/1998 – 08/1999

* Provided support to VP and Management of IT Group

## Administrative Assistant/Assistant FSO, Digital Systems Resources, Inc.

02/1994 – 06/1998

* Provided day to day reports to executive management