

Norman Bonen

Information Security Specialist (INFOSEC)

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SUMMARY

Skilled at identifying and documenting cases of potential security and safety hazards. Offers law enforcement Special Agent investigator. Very committed to upholding public and economic security interests in all maritime regions. Provides prevention, protection and response services for the benefit of citizens and property. With a strong background in management, supervision, training and customer service. Charged with the responsibility of protecting heads of state and other designated individuals. Exercises shrewd and prudent judgment in all security matters.

WORK EXPERIENCE

May 2023-April 2024

Information Security Specialist (INFOSEC)

🏢 Department of the Army
📍 Austin, Texas, United States

Responsible for development, publication, executing/enforcing and implementation of appropriate regulation, policy, and law related to INFOSEC. Maintains, accounts for, and reports the status and compliance of all secure rooms and security containers under jurisdiction of the TAG. Manages the INFOSEC Internal Controls Program. Integrates on-site contractor personnel into the site INFOSEC Program, develops an effective liaison with the state ARNG contract office, site Contracting Officers (KO), site Contracting Officer Representatives (COR), as well as national level ARNG G-2, to effectively manage classified contracts and the Industrial Security Program as well conduct as Foreign Disclosure Officer (FDO) job position.

September 2022-December 2022

Personnel Security Specialist



🏢 Mission Essential
📍 Stuttgart, Germany

Receive, review, validate and process badging requests for visitors and permanent party members. Create and issue security badges and personnel identification numbers associated with the security badge for military, civilian and Contractor personnel that require access to AFRICOM, its sub-unified commands, and tenant agencies. Use various systems including, but not limited to LENEL and the Security Site Officer (SSO) database to tailor security badge access to meet member mission requirements and need-to-know. Responsible verifying and tailoring building access for all AFRICOM employee and visitor badges that are issued to a member. Produce access control rosters, as required by the BPA Order COR in writing. Validate badge termination dates and re-evaluate extension dates. Abide by all applicable regulations, publications, manuals, and local policies and procedures that govern Personnel Security Program Management. Validate clearances and review DISS (or subsequent Government adjudicative database) ensure proper type of USAFRICOM credential are issued. Input building number access and dates of operation IAW policies and in

various database system such as but not limited to SSO database and LENEL system. Responsible for initiating, signing, and reviewing the civilian/military personnel records; to make a determination to the type of credential to be issued. Use the Government provided log to track all daily visitors and badge requests required, permanent party, and all other security badges that are deemed necessary by the USAFRICOM SSO.

September 2020-April 2022



Physical Security Analyst

 Booz Allen Hamilton
 San Antonio, Texas, United States

Mitigate and reduce risk by advising personnel on Physical Security requirements for areas such as restricted areas, secure rooms, and controlled access areas. Communicate security policies and standards for command compliance with security regulations and standards. Conduct physical security survey of an installation's overall physical security program to include electronic security to provide the commander/director with an assessment of the security posture in view of the threat and mission, and informs the commander/director about the installation physical security strengths and weaknesses. Bring in-depth understanding and expertise to one or more aspects of service or joint missions, processes, and culture. Apply specific functional knowledge and working general industry knowledge. Develop and contribute to solutions to a variety of problems of moderate scope and complexity.

September 2019-September 2020



Criminal Intelligence Analyst

 Booz Allen Hamilton
 San Antonio, Texas, United States

Provide non-personal professional services for an Army client as a watch stander in the headquarters. Synthesize threat and hazard information provided by federal, state, local, tribal, and open source reporting systems to deliver threat and hazard analysis and assessment reports. Provide daily reports with trend analysis to anticipate potential hostile threats to missions and correlate hostile threat trends and evaluate tactics, techniques, and procedures to provide leadership with protection options. Prepare various analysis and assessment products to support exercise and real world events. Develop and maintain a threat database incorporating hostile threat activity data to inform threat analysis and assessment. Monitor and report activities and events that directly threaten personnel, infrastructure, resources, critical information, and missions. Brief senior leadership on threats and hazards, prepare and deliver briefing materials, and collaborate with active duty and civil service government staff.

April 2019-September 2019



Federal Investigator

 DoD- Defense Counterintelligence Security Agency (DCSA)
 Austin, Texas, United States

As a Background Investigator, responsible for conducting face-to-face interviews with Subject, family members and sources obtained during the investigation for top-secret clearance level. Conduct record checks, law enforcement database reports, employment verification and financial record checks to complete background investigations for suitability and national security on current and prospective Federal employees and contractors in order for the individual to obtain clearance level. Conduct extensive travel within the local commuting area and also conduct frequent overnight travel outside the local commuting area to conduct investigations.

August 2016-July 2017



Wage and Hour Investigator

 U.S. Department of Labor Wage & Hour Division
 San Antonio, Texas, United States

Conducted investigations and gather data about wages, hours, and other employment conditions or practices in order to determine compliance with the various Federal employee protection laws administered and enforced by the Wage & Hour Division.

December 2012-June 2017



Special Agent

 USAF Office of Special Investigations (AFOSI)
 Texas, United States

Provided written and verbal reports to Assistant United States Attorney and Air Force Staff Judge Advocated. Provided written and executed search warrants. Interviewed witnesses and interrogated persons suspected of committing federal crimes. Investigated counterintelligence matters and terrorist acts, and conducted protective service operations.

July 2015-August 2016

Information Technology

 Omnitec Solutions Inc.
 San Antonio, Texas, United States

Provide technical assistance and support for incoming queries and issues related to computer systems, software, and hardware. Respond to queries over the phone. Train computer users and maintain daily performance of computer systems. Respond to email messages for customers seeking help. Ask questions to determine nature of problem and walk customer through problem-solving process. Install, modify, and repair computer hardware and software. Resolve technical problems with Local Area Networks (LAN), Wide Area Networks (WAN), and other systems. Follow up with customers to ensure issue has been resolved. Gain feedback from customers about computer usage.

June 2010-December 2012

Information Technology

 United States Air Force (USAF)
 San Diego, California, United States

Provided technical admin support to 130+ staff members and 276+ inmates on two networks; created 50+ user accounts for incoming staff members on IT network and enabled communication link in regards to installing routers and firewall protection; focal point for custody/safety of inmates confined in a 600-bed multi-service Naval Consolidated Brig facility; responsible for 100% accountability and maintenance of staff/inmate communication networks, worth \$96K; supervised recreation, religious activities, meal formations and accountability of all inmates; conducted daily personnel and cell inspections, enforced military standards and mitigated contraband introduction to the facility

October 2005-June 2010

Phoenix Raven/Security Forces

 United States Air Force

📍 Andrews Air Force Base, Maryland, United States

Presidential support Security Forces member. Duties: Selectively manned duty assignment in direct support of the President of the United States and distinguished visitors; provided physical security for President of the United States at home station & worldwide locations; performed en route security duties for First Lady of the United States and White House team members and coordinated/directed security operations; developed security support between US Air Force, United States Secret Service, foreign security agencies & civilian law enforcement authorities. Assist in ensuring administration of SCI programs to comply with Presidential directives, National Intelligence Community directives, Department of Defense (DoD) manuals and policies, and Air Force directives, manuals, and instructions.

EDUCATION

2017-2019

Homeland Security

🏠 AMU/APUS

📍 Charles Town, West Virginia, United States

* Master of Arts Homeland Security/Terrorism: 02/2019

American Public University System (APUS) - 111 W. Congress Street, Charles Town, WV

- Homeland Security/Terrorism

2007-2010

Information Technology Management

🏠 AMU/APUS

📍 Charles Town, West Virginia, United States

* Bachelor of Science Information Technology: 02/2010

American Public University System (APUS) - 111 W. Congress Street, Charles Town, WV

SKILLS

Operations Excellent Written and Verbal Communication Skills Written and Verbal Self-Starter
Technical Assistance Comptia Technology Management Firewall FEMA Military Standards Weapons
Response Services Client Relations Documenting Physical Security Customer Service Oriented
Customer Service Admin Support Inspections Maintenance Retail Sales Instructor

CERTIFICATIONS

Federal Law Enforcement Training Center; Criminal Investigator Training Program

Air Force Counterintelligence Course

TS/SCI (active)

CompTIA Security +

CompTIA Network +

LANGUAGES

English - Intermediate

WORK AUTHORIZATION

I am authorized to work in the following countries:

- United States