Jordan Ellison

Diplomatic Courier

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SKILLS

- Chain of Custody
- Classified Material Handling
- Customs Clearance
- Security Screening
- Manifest Verification
- Air Cargo Operations
- Hazardous Materials Rules
- Spanish
- Attention to Detail
- Composure Under Pressure

EDUCATION

Bachelor of Arts 05/2022

George Mason University

Fairfax, VA

International Relations

CERTIFICATES

Top Secret Security Clearance

03/2025

U.S. Department of State

IATA Dangerous Goods Regulations Training

09/2022

International Air Transport Association

SUMMARY

Diplomatic Courier with 18 months escorting classified pouches from the Washington hub to embassies across Latin America and Africa. Keeps chain of custody unbroken across airline and charter legs, arranges customs clearance with foreign airport authorities and holds a Top Secret clearance.

EXPERIENCE

Diplomatic Courier

04/2025 - Present

U.S. Department of State, Diplomatic Courier Service — Washington, DC

Foreign Service specialist assigned to the Washington regional courier hub.

- Deliver classified material on **45+** escorted trips to 30 embassies and consulates, with zero breaks in chain of custody.
- Coordinate cargo loading, ramp access and tarmac transfers with airline station managers in 20 countries.
- Verify seals, manifests and receipts for 9,000+ kg of pouch material a year before every handoff.
- Resolve customs and airport security holds with embassy staff and host officials, keeping 98% of runs on schedule.

Air Cargo Security Specialist

06/2022 - 03/2025

Dulles Air Logistics Group — Sterling, VA

Air freight handler serving 15 international carriers at Washington Dulles International Airport.

- Performed security screening on **1,200+** air cargo shipments a month with no failed federal audits in 3 years.
- Maintained chain of custody logs for high-value and sensitive freight on 15 daily international departures.
- Trained 10 new handlers on seal checks, manifest verification and hazardous materials rules.
- Supervised night air cargo operations for a 6-person crew during peak holiday weeks.