

Priya Raman

Security Specialist

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SUMMARY

Security specialist with 5 years in industrial and personnel security for cleared defense contractors in Huntsville, holding an active Secret clearance. Processes clearances in DISS, runs access control and CCTV for closed areas, and keeps NISPOM records accurate in Excel, Word and PowerPoint, with close attention to detail and clear written communication.

SKILLS

DISS • NISPOM • Personnel Security • Access Control • CCTV • Cybersecurity • Excel • Microsoft Office Suite PowerPoint • Attention to Detail

EXPERIENCE

Security Specialist

06/2023 - Present

Redstone Systems Integration

Huntsville, AL

Industrial security specialist for a cleared defense contractor with 600 cleared employees, 2 closed areas and a 3-person security office.

- Process **180** clearance actions a year in DISS, including initiations, reinvestigations, incident reports and visit requests.
- Manage access control and CCTV for 2 closed areas, auditing badge logs monthly and closing every discrepancy within 5 days.
- Track reporting requirements for 600 cleared staff in an Excel tracker, cutting overdue foreign travel reports from 22 to 3.
- Deliver annual NISPOM refresher and insider threat briefings in PowerPoint to 600 employees, reaching a 98% completion rate.

Security Assistant

08/2021 - 05/2023

Cumberland Aerospace Services

Huntsville, AL

Security office role at a 250-person engineering contractor supporting Army aviation programs, reporting to the facility security officer.

- Issued 400+ badges and processed visitor access requests using Microsoft Office Suite templates and the badging system.
- Prepared Word and Excel evidence packets for **2** government security reviews, the second rated Commendable.
- Conducted end-of-day checks on 35 security containers, logging each on SF 701 and SF 702 forms.
- Reported 6 data spills and lost devices to the cybersecurity team, following the company incident response plan.

Student Assistant

01/2020 - 05/2021

UAH Office of Student Records

Huntsville, AL

Part-time campus job handling protected student files.

- Scanned and indexed **3,000+** student records under FERPA privacy rules.
- Verified enrollment for 40 employer and agency requests a month.
- Redacted personal data from 150 records requests, with zero privacy complaints.

EDUCATION

Bachelor of Arts

The University of Alabama in Huntsville

Political Science

Huntsville, AL

05/2021

CERTIFICATES

Security Fundamentals Professional Certification (SFPC)

2023

Center for Development of Security Excellence

FSO Program Management for Possessing Facilities

2024

Center for Development of Security Excellence