

Education

Montana Tech

05/2014

- Bachelors in Science – Business Information Technology- Business Management Option

Languages

English (Native)

Portuguese (Fluent)

Experience

Digital Copper Media, LLC

01/2012 – Present

President

- Created, organized, and maintained a website and IT service company. Developed websites, worked with multiple contracting firms for project management and designed, implemented, and maintained servers, networks, databases, and VPNs for small and medium sized organizations. Billing (Quickbooks), Customer Service, Inventory, and Project Management.

Veterans Business Administration

07/2009 – 01/2012

Veteran Service Representative

Joint Service Records Research Center Coordinator (JSRRC)

- Obtained and reviewed information in relation to case files for dissemination, litigation, and the appeals process. Common duties involved analytical case building, information research on databases (DOD, VA, and Public,) customer contact, workload management, priority tasking, and administrative decision making processes. Daily duties involved in-depth research in global and historical situations. The JSRRC Coordinator is an inter-agency liaison that makes fact based analytical decisions regarding multiple cases involving the United States Government.

Federal Bureau of Investigation

02/2006 – 07/2009

Technical Information Specialist – National Security Division, Division 17

- Analytical evaluation of data involved in Freedom of Information / Privacy Act (FOIPA,) requests in accordance with federal laws. Research in classified, public sourcing, and unclassified databases. Daily Analytic research, weekly/monthly reports, inner and outer agency communications, and maintaining liaisons with other government agencies. Administrative and physical support of Special Agents including multi-database access, multilevel operation of communication equipment, building and information security, background and case investigations, file maintenance, and installation of multi-network mobile radio systems. Achievements include Employee of the Month May 2007 – TS/SCI Security Clearance.

United States Marine Corps

08/1998 – 11/2006

Corporal/Organizational Mechanic

- Supervised a 12 man team in an everyday environment including in combat situations. Supervised a mechanic shop, which involved trouble-shooting, repair, damage prevention of vehicles. Created and implemented of a 57,000 instrument database using barcode and scanning equipment that interfaced with Excel and Access. Secret Security Clearance – Presidential Unit Citation

Not-For-Profit – Missionary

04/2001 – 11/2002

Fortaleza, Brazil

- Development of studies and courses, finding and locating people (including cold calls,) teaching in groups of 3 to 400 people, teaching English and Portuguese for all ages, money management, and training of new missionaries.