

Available Immediately
25% Travel/Willing to Relocate
Active Top Secret/SCI Security Clearance

Summary

Multilingual U.S. Navy Veteran with a Master of Science in International Relations and over eight years of experience supporting mission-critical operations in international security, executive administration, and cross-cultural communications. Proven ability to liaise with high-ranking officials, manage sensitive documentation, and coordinate international logistics in support of strategic objectives. Adept in policy compliance, protocol management, and intergovernmental coordination, with a demonstrated commitment to global engagement and diplomacy. Fluent in English, French, Ewe, and Mina, with a strong foundation in international affairs, legal documentation, and intercultural negotiation. Passionate about leveraging military-honed discipline and academic training to contribute to the work of embassies, consulates, international organizations, or global nonprofits.

Skills and Competencies

- Personnel Security Clearance
- Security Operations
- Leadership & Team Management
- Administrative Coordination
- Strategic Planning
- Operational Efficiency
- Confidential Records Management
- Clearance Investigations
- Document Processing
- Military Training & Development
- Budget Oversight
- Conflict Resolution
- High-Stakes Decision-Making
- Communication & Negotiation
- Event Coordination
- Process Improvement
- Interdepartmental Collaboration
- Risk Mitigation
- Legal Documentation Support
- Calendar & Meeting Management
- Diversity & Inclusion Awareness
- Emotional Intelligence
- Veteran Affairs Coordination

Experience

United States Navy | Defense Information Systems Agency (DISA) Fort Meade, MD
Yeoman Second Class | Administrative Specialist Jun 2022 – Present

- Oversaw and managed administrative support for a joint-service command, ensuring timely processing of over 250 classified correspondences and personnel records.
- Coordinated high-level security clearance documentation for 3,000+ personnel, maintaining 100% compliance.
- Spearheaded the implementation of a streamlined digital filing system, reducing document retrieval time by 40%.
- Served as Executive Admin Liaison for flag-level leadership, managing schedules, correspondence, and operational tasking with strict confidentiality.
- Facilitated onboarding for new personnel by preparing welcome packages, coordinating sponsor assignments, and scheduling orientation briefings.
- Conducted security training briefings and coordinated division muster reports, supporting overall operational readiness.

United States Navy | Defense Information Systems Agency (DISA) Fort Meade, MD
Yeoman Second Class | Administrative Specialist Dec 2019 – Jun 2022

- Delivered executive-level administrative support to Command leadership, managing correspondence, travel arrangements, and daily schedules with precision and confidentiality.
- Drafted, reviewed, and processed over 2,000 official documents and directives, ensuring accuracy and adherence to Navy correspondence standards.
- Maintained and updated personnel records for a crew of over 5,000 Sailors, directly contributing to accurate evaluations, advancements, and awards processing.
- Trained and mentored junior Sailors in administrative procedures, leading to a 30% improvement in command readiness and documentation accuracy.
- Served as the primary point of contact for legal and disciplinary paperwork, facilitating timely routing and command-level coordination with JAG representatives.

- Played a key role in planning and executing high-profile ceremonies and events, including Change of Command and Tiger Cruises, enhancing crew morale and public relations.

United States Navy | Defense Information Systems Agency (DISA)
Yeoman Second Class | Administrative Specialist

Fort Meade, MD
Nov 2017 – Nov 2019

- Maintained accurate administrative logs for shipboard personnel, including muster reports, watchbills, and leave schedules.
- Provided clerical and legal administrative support to division officers and legal officers during NJPs and investigations.
- Coordinated logistics for ship deployments, including travel orders, berthing assignments, and personnel movements.
- Played a key role in Damage Control Administration, updating inspection records and ensuring compliance with readiness standards.
- Assisted in morale, welfare, and recreation (MWR) efforts, organizing events and managing inventory of shipboard supplies.
- Cross-trained with deck division to support seamanship duties, demonstrating adaptability and mission-first mentality.

United States Navy | Basic and Initial Training
Student | Trainee

Great Lakes, IL
Aug 2017 – Nov 2017

- Completed intensive 8-week Navy Recruit Training, demonstrating discipline, teamwork, and adaptability while mastering military customs, physical fitness, and basic seamanship.
- Successfully completed Yeoman “A” School at Naval Technical Training Center, acquiring comprehensive knowledge in Navy administrative procedures, correspondence management, pay and personnel support, and office protocol.

Education

- Master of Science | International Relations | Liberty University
- Bachelor of Arts | Communication | American Public University System

Certification

- Digital Communication and Media Design

Languages

- English | Professional Working Proficiency
- French | Native Proficiency
- Ewe | Native Proficiency
- Mina | Native Proficiency