

# SHAY BROOKS

173 Xxxxx Avenue, Mxxxx, XX 34544 | 555-555-5555 | veterans@xavier.edu

## LAW ENFORCEMENT AND SECURITY

*Secret Security Clearance*

- Extensive hands-on experience in security and force protection, applying knowledge of laws, processes, and procedures to provide security for personnel, property, and institutions.
- Demonstrated self-defense expertise and high-level proficiency with weapons; trained in hand-to-hand combat and self-defense; qualified with a variety of weapons/firearms from 9mm Berretta to the M2 .50 cal.
- Experience with Microsoft (MS) Operating Systems and MS Software (Word, Excel, Outlook, Internet Explorer).

## PROFESSIONAL EXPERTISE

Security Operations  
Entry Control  
Convoy Support

Law Enforcement  
Personnel Protection  
Equipment Accountability

Force Protection  
Weapons and Self-Defense  
Administrative Support

## PROFESSIONAL EXPERIENCE & ACHIEVEMENTS

**Ground Operations Specialist**, United States Marine Corps (USMC), Camp LeJeune, NC **08/2009 to Present**

- Participate in the establishment and maintenance of the operation section's installation in the field, and prepare and maintain operation and situation maps.
- Maintain pertinent information obtained from intelligence and reconnaissance reports, complete operations journal containing briefs of important messages, and generate associated reports.
- Perform force protection and entry control and participate in activities to secure the base and provide security for personnel, equipment, and resources.
- Participate in training exercises and security operations, providing assistance in the execution of tactical operations and security support.
- Account for the security, maintenance, and operational readiness of personal equipment and weapons and follow security directives and safety regulations to ensure the highest levels of security.

**Security Specialist**, USMC, Camp Baharia, Iraq **03/2008 to 08/2009**

- Performed law enforcement, force protection, and entry control and participated in individual and team patrols to secure the base and provide security for personnel, equipment, and resources.
- Participated in training exercises and security operations, assisted in the execution of tactical operations, and provided support to ensure the highest level of security and readiness.
- Deployed to Iraq to provide force protection and security support for Operation Iraqi Freedom (01/2009 to 08/2009), providing support for offensive and defensive operations.
- Served as a key member for personal security in support of high-ranking executives and dignitaries.
- Received training in ground operations and obtained a secondary occupational specialty.
- Maintained training records for the battalion, enforced military standards, and accounted for equipment.

## EDUCATION AND TRAINING

**West Lake High School** (Graduated semester early; member JROTC)

**Specialized Training and Certifications:** Ground Operations Specialist Course; COC Operator Courses; Mine Resistant Ambush Protected (MRAP) Vehicles Course; Biometric Automated Tool Set Basic User Course; Anti-tank Assaultman Course; Ground Based Operational Surveillance System Course; Operator Licensed to River M1152 (HMMWV), MK series (7-ton), and MRAP Vehicles

## AWARDS AND RECOGNITION

Junior Reserve Officer Leadership Medal; USMC Certificate of Commendation; Global War on Terrorism Service Medal; Afghanistan Campaign Medal; Iraq Campaign Medal; National Defense Service Medal