

Leora Frank

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PROFESSIONAL PROFILE

I am seeking to transition from full-time military duty to a position in civil service, particularly with the US Federal Government, in order to utilize my considerable experience and abilities which are outlined below:

- Effective maintenance of order, security and discipline of both military and civilian individuals in a variety of situations and environments
- Successful implementation of training and management initiatives for law enforcement personnel, both military and civilian
- Effective and efficient management of day-to-day operations of a variety of correctional, medical, fire, and security facilities both in the United States and abroad
- Quality supervision of a variety of employees and team members, both paid and volunteer
- Key decision-making skills concerning policy in stressful, even life-or-death, situations
- Skilled in medical and tactical emergency situations, including extensive first aid and rescue training
- Thorough knowledge of both military and civil justice systems
- Excellent oral and written communication skills

RELATED WORK EXPERIENCE

Chief Master-at-Arms/Certified Anti-Terrorism Specialist **2007-present**

United States Military, Logistics Group, Western Pacific, Singapore

- Personal security escort of assigned Naval Flag Officer for all official functions
- Plan, manage, implement and direct Command Force Protection, Anti Terrorism directives and related develop training programs
- Review and approve Force Protection Plans for US Navy ships and personnel within assigned area of operation
- Assess threats to installation and Commander Logistics Group region of responsibility and assigned ships
- Conduct ship visits, advance site surveys and verification of Force Programs

Chief of Police **2003-2007**

United States Military, US Naval Air Station, Meridian, US

- Planned, administered and managed all Force Protection, Physical Security and access control efforts on an installation of over 7,000 employees.
- Reviewed and approved all departmental correspondence including Desk Journals, Communications Logs, Police Incident Reports, personnel requests for leave and other special requests
- Revised and approved all Departmental Standard Operating Procedures and Post Orders
- Developed Job Qualification Standards for all positions within the Security Department
- Conducted in-depth criminal investigations of violations of Uniformed Code of Military

Justice, federal and local laws, rule and regulations, reported findings to higher level supervisory agencies, and testified in court

- Coordinated joint and mutual aid operations with federal, state and local agencies during planned exercises and actual emergency situations

EMT, Certified Lead Fire Fighter (volunteer)

2003-2007

Lake Volunteer Fire and Rescue, Lake, MS

- Coordinated and respond to a monthly average of 12 rescues and fire suppression operations
- Assessed fire related situations and communicate with crew and supervisor on action plans
- Provided medical services as required and perform light to heavy rescue functions

Police Officer

2004-2007

Newton Police Department, Newton, MS

- Enforced state, local and traffic laws of the state of Mississippi
- Answered calls for service and investigated criminal acts
- Acted as Tactical Medic for county Emergency Response Team
- Actively participated in agency-sponsored Crime Prevention and Community Policing Program

Assistant Physical Security Office

2000-2003

US Naval Air Station, Sigonella, Catania, Italy

- Developed and maintained effective lines of communication with outside agencies
- Designed, monitored and coordinated implementation efforts of the largest electronic security monitoring system in Europe, including the plan for installing 450 security cameras and surveillance systems for Sigonella's airfields, restricted areas, high value assets, housing complexes, and the port of Augusta Bay
- Developed, exercised and coordinated implementation of Sigonella's first Weapons of Mass Destruction Plan

EDUCATION and PROFESSIONAL TRAINING

Coursework

Kansas State University, Kansas City, KS 2007
46 hours coursework - Homeland Security

United States Military Police Academy, Fort Leonard Wood, MO 2006
360 hours coursework - Military Police Criminal Investigator

United States Navy Military Police Academy, Lackland Air Force Base, Texas 2000
180 hours coursework - Military Police Officer / Master at Arms

Hampton Roads Regional Academy of Criminal Justice, Hampton, VA 1998
320 hours coursework - Jail Officer Certification

Related Training

- Certified Anti-Terrorism Specialist 2008
- Incident Command Systems (FEMA) 2007
- National Incident Management Systems (NIMS, FEMA) 2007

- Chief Petty Officer Leadership 2006
- The Mentoring Manager 2006
- What is a Leader? 2004
- Leading Petty Officer Leadership Course 2003
- SCI Administration and SSO Administration 2002
- AIS Security 2002
- Systems Thinking 2002
- Fire Fighter I Certification Basic EMT (NREMT Certification) 2001
- State of Mississippi License Tactical EMT Certification
- FEMA Incident Command Certification 2001

REFERENCES available upon request