

Luke E Brooks

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Results-oriented, energetic and innovative professional extensively experienced in security operations, operations, logistics, training and project and personnel management. Top performing veteran leader and team builder skilled at leading, training and building cross-functional organizations ranging from 15-1500 employees. A self-starter with proven abilities to exceed expectations in complex and rapidly changing environments. Multi-tasking under pressure effectively in military combat and security situations as well as the civilian business and security sector. In depth knowledge and skill with Microsoft Suite programs in security, administrative and clerical procedures.

AREAS OF EXPERTISE

- Leadership/Management
- Team Building
- Industrial Security
- Security Management
- Security Planning
- Security Administration
- DOD/Military experience
- Logistics/Transportation
- Operational Planning
- Problem Solving
- Administration
- Program/Project Management
- Instruction/Training
- Critical Thinking
- Information/Security Assurance
- Emergency Management

PROFESSIONAL EXPERIENCE

Site Security Manager/Facility Security Officer (FSO) with Northrop Grumman Corporation Jan 2021-Present

- Industrial Security Manager responsible for the overall site security of facility housing 700+ employees and multiple Special Access Programs (SAP).
- Directly manage a team of 30+ security analysts, account managers, specialists, and supervisors.
- Responsible for overall site security specific technical statements as well as overall security of SAP information.
- Manage the site level SAP information security programs, personnel security program.
- Provide technical guidance to site program director as well as all other program managers in all aspects of security implementation.
- Conduct annual inspections of all personnel handling classified information.
- Conduct semiannual and annual inventory of all accountable security materials.
- Evaluate all aspects of site programs for compliance with standards, policies, and instructions.
- Develops guidance and establishes policy for the implementation of the personnel security program and insider threat.
- Ensure site adherence to NISPOM policies. Using internal and external established policy inspection practices.
- Collaborate with peers in other functions and across various departments.
- Champion security requirements, risks, and solutions and drive constructive change using Continuous Process Improvement (CPI) events regularly.
- Certifying facilities to meet Secret Compartmentalized Information Facility standards.

SECURITY CLEARANCE

Active Top Secret/SCI as of June 2020-Present

Program Security Manger (PSM) with United States Air Force July 2020-Jan 2021

- Reports directly to the Advanced Programs Manager with dual reporting to the wing commander on location
- Responsible for site specific technical statement of work / performance and overall security of SAP information.
- Manage the wing level SAP information security programs, personnel security program. Conducts annual staff assistance visits of all installation and associated units geared to assist commanders in effective administration of unit information and personnel security programs.
- Provide technical guidance to agency security managers in all aspects of program implementation. Develop and conduct formal classroom training for airwing personnel as well as contactors.
- Conduct annual inspections of all personnel handling classified information on behalf of the unit Commander.

- Evaluate all aspects of these programs for compliance with standards, policies, and instructions.
- Develops guidance and establishes policy for the implementation of the personnel security program. Responsible for the review and submission of Enhanced Security Reviews.
- Evaluates requests for establishment and maintains and tracks special information files.
- Conducts program reviews of unit personnel security managers on PSI processing, managing, and accomplishing their assigned duties for the personnel security program.
- Ensure adherence to Air Force and TS/SCI policies.
- Collaborate with peers in other functions and across various units.
- Interfaces with all levels of corporate and government management personnel.
- Champion security requirements, risks, and solutions and drive constructive change within the organization.
- Certifying facilities to meet Secret Compartmentalized Information Facility standards.

SECURITY CLEARENCE

Active Top Secret/SCI as of June 2020-Present

Protective Security Specialist (PSS)/Operations Planner with Constellis: Baghdad, Iraq Sept 2019-June 2020

- Perform day-to-day personal protective security functions.
- Worked and collaborated with multiple security teams ranging from 8-20+ personnel.
- Conducted on average 5-15 security missions a week each requiring detailed planning across multiple discipline fields such as logistics, communication, aviation, medical...ect.
- Coordinated with local government agencies, DOD/contractors and other lettered agencies operating within the area of operation before during and after security missions.
- Drive the lead vehicle, principal's vehicle, follow-vehicle, and/or acting as response agent whenever required in motorcade or similar operations.
- Carried, operated, and instructed on weapons as specified by Department of State to standards and detail orders.
- Participate in advance security preparations for high-level dignitaries.
- Maintain security at the U.S. Ambassador's and other designated principal's residence, U.S. Embassy grounds, or other static post as required.
- Served as a member of an Emergency Response Team (ERT) as directed by the Department of State.

SECURITY CLEARENCE

Secret – DoD, Granted 2009, Inactive since January 2019

Secret – DoS, Granted August 2019

Operations and Security Manager, City Shield: Detroit, MI Sept 2018-Sep 2019

Promoted to Operations and Security Manager responsible for the operations, planning, logistics, leadership, administration, motor transportation, supply, security, public and community affairs. In charge of leading and overseeing 250 + employees in the security of multiple locations under City Shields Security contracts in addition to inspecting them in their job responsibilities and holding them to the highest of standards.

- Manage numerous million to multi billion dollar Armed Executive Protection accounts
- Coordinated with multiple executive protection client's private security details, safety protocols, logistics and whole building design method for the client when creating security plans.
- Conduct security inspections using The Department of Homeland Security's Protected Critical Infrastructure and Information Program (PCII) to assess results and provide guidance and assistance to clients in the areas of Federal security protocols, policies and procedures. In addition to perform internal audits based of the PCII and make appropriate recommendations as a result of findings.
- Manage the recruiting, hiring and retention of security officer staff and conduct city, state and federal background checks.
- Execute training for employees to Department of Homeland Security standards
- Conduct inspections and on-the-spot corrections to build personal development
- Lead and mentor security teams of up to 250 team members in demanding, fast-paced environments to achieve optimal efficiency and increased security practices and protocols.
- Manage building security and oversee the implementation of restricted access areas to authorized personnel
- Design and implement site-specific security strategies for events at multiple Olympia Entertainment venues
- Coordinate detailed multiple level security plans for events with crowds ranging from 100-15,000 + people to include plans for possible disaster scenarios.
- Interact professionally with confident composure in various stressful and not stressful situations with clients, government officials, civilians, and individuals from diverse and various socio-economic backgrounds

- Establish the formation of a Special Operations Team
- Created and briefed detailed technical reports and standard operating procedures following in line with the PCII

Executive Protection Officer/Site Security Lead (Armed/Unarmed): City Shield, Detroit, MI Dec 2016–Sept 2018

Served as an executive protection officer, responsible for coordinating and serving on multiple high-level security details in the public, private and government sectors. Provided operational security, planning, guidance, training, daily oversight, and leadership as the site security lead on multiple security details.

- Conducted, coordinated and lead Executive Protection security operations across all spectrums of the private, public and government sector following the PCII and state and local security guidelines
- Lead security teams of up to 250 team members in demanding, fast-paced environments to achieve optimal efficiency and increased safety practices
- Supervised building security and restricted access only to authorized personnel
- Coordinated and served as site lead for numbers high level security events for crowds ranging from 100 to 15,000 people
- Adeptly dealt with high stress security situations and individuals with calmness and composure

United States Marine Corps

Recruiter: Detroit, MI

Mar 2013-Oct 2016

- Recruited 74% top tier applicants, 11% above the 63% national average
- Adept in utilizing the SF-86 form and supplementary federal and local criminal background checking software in conducting hundreds of background and security checks to obtain, decipher and manage potential Marine Recruits DOD clearance viability
- Retention and graduation rate of 92% through Marine Corps boot camp for recruited applicants
- Developed adept interviewing skills during the recruiting process in which applicants' employers, school counselors and family members were interviewed to obtain pertinent information as it related to applicants' suitability for service
- Prepared, evaluated and maintained applicant security and public records related to recruiting, discharge, job transfers, using the Marine Corps Recruiting Information Support System (MCRISS) and numerous other human resource, administrative and security government software programs
- Interpreted and explained Marine Corps policies, procedures, laws, standards and regulations to prospective applicants
- Instructed and informed potential applicants in depth to the duties and responsibilities, compensation, benefits, schedules, working conditions, promotion opportunities and possible issues in the recruiting process
- Established fruitful personnel, business and local government professional working relationships in assigned area
- Established and built various relationships with local media and outreach programs to publicize and promote the local Marine Corps presence and opportunities
- Recruited the micro-mission markets of Naval Recruitment Office Training Candidates, Music Enlistment Option Programs, Office Programs and the Educators Workshop Programs

Advanced Vehicle/Weapons Instructor: Camp Pendleton, CA,

Jan 2010-Feb 2013

- Developed and delivered demonstrations and practical application instructions to entry level students in military amphibious and security operations
- Conducted and evaluated students during practical application exams
- Managed student welfare, training and accountability of assigned students; actively participated in the development of students including mentoring Marines on career development and leadership
- Provided support to instruction team with mentoring and counseling of assigned students in accordance with USMC and DOD directives
- Prepared and instructed lessons and conducted in-depth evaluations for students completing the amphibious vehicle licensing course ranging in class size from 10-50 personnel
- Recruited by organizational leadership after one year to instruct and inspect senior enlisted leadership and commissioned officers in the Assault Amphibian Officer and Assault Amphibian Unit Leader course

Amphibious Assault Team Leader: Jacksonville, NC

Dec 2005-2010

- Operated, maintained and utilized multiple amphibious vehicles in combat and security operations.
- Operated and maintained advanced secret and top-secret communications and navigation equipment platforms
- Assisted management in the supervision and training of multiple amphibious crews
- Briefed multi high level unit leaders on all matters pertaining to vehicle, security and combat operations
- Planned, organized and managed the work of subordinate staff to ensure that the work was accomplished in a manner consistent with organizational requirements
- Monitored operations to ensure that subordinates complied with administrative policies and procedures, safety rules, environmental policies and government regulations
- Mentored, developed and lead team members into small unit leaders on all matters concerning vehicle employment in security and combat operations

Special Warfare Combatant-Craft (SWCC) Security Team Leader, Iraq, Al Anbar Province Security Deployment 2006

Deployed as an organization for a 7-month security deployment to provide security to the Haditha Dam and Reservoir and along the Euphrates River from the Syrian Border to the Iraq city of Fallujah. The billion-dollar dam was a vital component in the country's electrical grid. Destruction of the dam would have significantly affected the functioning of the country's power grid and could have caused major flooding, loss of life and significant damage to crops and property if destroyed.

- Operated and maintained a Special Operations Craft – Riverine, with an 8-man team providing security patrols up and down the Euphrates river and the Haditha Dam.
- Coordinated and executed detailed security patrols via foot, vehicle and gunboat to provide security to the dam
- Met weekly and collaborated with local Iraqi leaders regarding local security concerns as well as following up with intelligence on people and areas of interest in and around the Haditha Dam area
- Instructed, trained and evaluated local Iraqi forces in security/force protection standard operating processes and procedures.
- Completed successful 7-month deployment with no lives lost and minimal action taken in force protection measures in regard to the security of the dam, reservoir and river

Reconnaissance Team Leader, Afghanistan, Helmand Province, 2009

- Conducted countless high-level reconnaissance and security missions
- Gathered and briefed to high ranking official's intelligence reports gathered from recon and security missions in supporter of the war effort
- Provided in depth security and reconnaissance reports in support of the battel of Fallujah
- Helped to secure multiple kinetic hot spots along the Helmand River in support of local security

Mobile Quick Reaction Security Force Team leader, Iraq, Al Anbar Province, 2008

- Conducted and led numerous vehicle and manned security checkpoints
- Proficient in manned and vehicle security checkpoint process, procedures, instruction and deployment
- Skilled in the tactics, training and execution of reaction to threats from manned and un-manned vehicle threats
- Led, instructed and trained team in all facets of security force operations
- Adept at identifying actions from personal that pose a threat to people, places and things of high importance
- Conducted security checkpoints in the highly contested and kinetic city of Ramadi screening and personnel and vehicles for potential threat to the military personnel, the city and its people
- Lead multiple QRF security missions to the aid of numerous US military and Iraqi units in need of security assistance being under manned, under fire or under-supplied.

BACHELOR OF SCIENCE | DEC 2020 | EMBRY-RIDDLE AERONAUTICAL UNIVERSITY

Major: Technical Management

ASSOCIATE OF ARTS | DEC 2017 | AMERICAN MILITARY UNIVERSITY

Major: General Studies