

# Priscilla L. Ribeiro

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## OBJECTIVE

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I am a hard working and dedicated young woman whose life goal is to serve the community she knows and loves, by becoming a vital member of the Somerville Police Department.

## QUALIFICATIONS

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Active United States Top Secret Clearance with SCI; Ability to perform under pressure and stay calm in emergency situations; Ability to write comprehensive reports; Leadership skills; Great interpersonal skills; Excellent verbal and written communication skills; Experience with children; Experience working nights, weekends, holidays, long hours, no days off, and different shifts; MA. Class A Unrestricted License to Carry; MA. Class D/M Driver's License

## EDUCATION

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### University of Massachusetts Boston

*Bachelors of Arts in Criminal Justice, minor: Communication Studies*

**Boston, MA**

*May 2014*

- GPA: 3.9 - Summa Cum Laude
- Golden Key International Honor Society
- Alpha Phi Sigma: National Criminal Justice Honor Society

### Defense Security Services Certificates

- Physical Security
- Industrial Security
- Management
- Antiterrorism and Counterintelligence

**Online**

*Jan 2012 – Aug 2017*

### Center for Development of Security Excellence

- Special Security Officer Course – *Certificate*

**Chantilly, VA**

*Aug 2017*

### National Security Training Institute

ICD 705: SCIF Construction Course - *Certificate*

**Cambridge, MA**

*Dec 2016*

## WORK EXPERIENCE

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### Charles Stark Draper Laboratory

*Security Specialist*

**Cambridge, MA**

*Mar 2017 - Present*

- Serving as the point of contact for all Security needs for 12 SCI programs
- Writing comprehensive security construction plans based off of blue prints of a build
- Conducting investigations into security incidents
- Issuing security violations and infractions and writing comprehensive reports for each
- Managing DSX database controls as well as Intrusion Detection System controls
- Briefing and debriefing personnel

### Facility Protection Coordinator

*Mar 2014 – Mar 2017*

- Conducted phone interviews to pre-screen applicants for U.S. cleared security positions
- Conducted comprehensive face-to-face interviews with applicants
- Trained new employees on policies and procedures
- Managed and administered of Intrusion Detection Systems
- Monitored local activities such as events, power outages, crime reports, street closings, etc. that may impact the safety or security of our company.
- Maintained a strong working relationship with tenants, maintenance, and other departments and community resources to ensure sufficient support when needed
- Managed and administered the physical access control systems
- Working knowledge of functional and operational sustainment of data processing programs and systems installed and/or programmed for the entry control points



- Wrote reports regarding identified or perceived base access vulnerabilities with recommendations for mitigations and reports for shift turnover, alarm events, medicals, and incident reports
- Developed, coordinated, and published localized policies, procedures, and training documents
- Managed all scheduling such as accepting/denying time off requests, scheduling shifts and details, etc.
- Working knowledge of the installation entry controls, visitor center operations, and special functions/events
- Conducted inspections of sensitive areas
- Conducted bag checks
- Handled classified and sensitive information
- Knowledge of the NISPOM
- Enforced DoD laws, rules, regulations, and policies
- Exercised clear and quick thinking and good judgment in emergencies
- Working knowledge of Personnel Security, Operations Security, and Information Security
- Acted as the liaison between the construction supervisors of a \$60 million dollar construction project and security
- Programmed card readers/key pads by programming badges into the DSX Database system
- Working non-traditional hours
- Wrote comprehensive reports for shift turnover, alarm incidents, and incidents that require further investigation

*Security Guard*

*Aug 2011 – Mar 2014*

- Walked foot patrols
- Independently trusted to inspect documents for government inspections
- Worked non-traditional hours
- Monitored local and off-site locations in the control center
- Carried out surveillance operations

**Raytheon BBN Technologies**

**Cambridge, MA**

*Special Access Programs Intern*

*Summer 2013*

- Collected and analyzed data effectively, efficiently and actively
- Implemented new, efficient ways to collect and organize data for Special Access rooms
- Created and maintained facility binders for Special Access Program rooms
- Tested intrusion detection systems
- Organized calendars to ensure preparedness for inspection dates
- Worked with maintenance crews to ensure that Special Access rooms were built according to the cognizant standards
- Escorted maintenance crews

**University of Massachusetts Boston Police Department**

**Boston, MA**

*Cadet/Intern*

*Summer 2013*

- Walked foot patrol
- Rode along with officers for routine traffic stops
- Worked with school resource officer
- Trained with dispatch
- Completed Defensive Tactics Training

**Somerville Police Department**

**Somerville, MA**

*Crime Analyst Intern*

*Summer 2010*

- Organized crime data into charts
- Searched through crime reports for key information

**LICENSES/CREDENTIALS**

**United States Top Secret Clearance with SCI**

Issued by the United States Government and by the Intelligence Community

**Class A Unrestricted License to Carry**

Issued by the Malden, MA. Police Department

**D/M Drivers License**

Issued by the Massachusetts RMV

**Second Degree Black Belt in Shotokan Karate**

Issued by Master Alberto Ortiz

