

AMANDA RICHARDSON

Empowering Teams, Unlocking Potential, Developing Solutions, Inspiring Growth, Creating Success, Leading the Way

<https://amandas.info>

CERTIFICATIONS & SKILLS

- Top Secret Security Clearance
- Hold DIA, DOD, and DHS Credentials
- Certified under the National Training Standards
- Spearhead and organize conferences
- Stellar public speaker
- Superb communication abilities
- Problem solving and conflict resolution
- Project development and implementation
- Proficient in Learning Management Systems
- Skilled at creating learning content & plans

EXPERIENCE

JANUARY 2020 TO PRESENT

TRAINING MANAGER ADC LTD NM

Responsible for the overall facilitation of the company training plan, curriculum and compliance relating to the federal and company training requirements. This includes oversight of training compliance, training conferences, mentoring, training requests, training coordination, training content updates and training implementation. Works to ensure all training programs and content meet requirements designated in ADC statements of work and company standards through conducting adequate time to the research and development of new curriculum and vetting of existing training content. Key aspects require ability to write, develop and maintain training, departmental policies and departmental and training procedures. As Training Manager, oversee the accuracy and completeness of all training records for all personnel, including investigators. Audit our online learning management system. Which includes its courses, users, and data. Require regular communication with personnel through numerous integrative methods. Coordinate, plan, and implement meetings.

NOVEMBER 2019 TO PRESENT

INVESTIGATOR ADC LTD NM

Background Investigator assigned to conduct Single Scope Background Investigations, Periodic Reinvestigations and Limited Background Investigations. Conduct subject, residence, education, employment, military and character interviews for adjudicative purposes with regards to the suitability of individuals seeking a security clearance for Federal Government employment. Obtain an individual's public records and all information regarding issues relative to any illegal activity, foreign contacts or foreign relatives. Follow all guidelines and requirements as appropriate to ADC LTD NM and the regulations of the Federal Government.

APRIL 2019 TO JANUARY 2020

TRAINING COORDINATOR ADC LTD NM

Conduct/Coordinate National Training Standard (NTS) Conferences for Contract Investigators. Organize Field Mentoring for ADC Contract Investigators. Track and coordinate NTS remote

training, and training requests for Contract Investigators. Schedule and monitor First Case Ride-Along, and Quality Control Ride-Along. Identify Contract Investigator's NTS Option Category to determine proper placement for training. Ensure Contract Investigator's compliance. Provide proper documentation to the Clearance Department for Contract Investigator's credential submission.

OCTOBER 2018 TO APRIL 2019

INVESTIGATION ANALYST ADC LTD NM

Work with and monitor Contract Investigator's assigned to conduct Single Scope Background Investigations, Periodic Reinvestigations and Limited Background Investigations. Review subject, residence, education, employment, military and character interviews for adjudicative purposes with regards to the suitability of individuals seeking a security clearance for Federal Government employment. Compile Contract Investigator's reports of investigations to submit a timely, and accurate report to the agency for adjudication. Follow all guidelines and requirements as appropriate to ADC LTD NM and the regulations of the Federal Government.

OCTOBER 2016 TO OCTOBER 2018

HEAD OF PRINT ADVERTISING SIMPLY DESIGN INC.

Oversaw the Print Advertising division, such as working directly with our print vendors, ensuring all print advertising products were to the clients satisfaction, proofread all print materials, and handled all payment processed for the department. Responsibilities included creating new content for websites, social media campaigns, billboards, blogs, and much more. Spent significant time researching client professions to ensure accuracy of content writing.

ACCOMPLISHMENTS

- Obtained Top Secret Security Clearance
- Developed and implemented new training environment and learning system app
- Have always received perfect zero finding Government compliance inspections
- Spearheaded a professional working committee
- Published several company handbooks, policies, processes, and learning curriculums
- Integrated and developed new training tracking systems
- Hosted, organized, and presented national training certification conferences
- Conducted informational sessions remotely with hundreds of participants
- Created, organized, and published company newsletters

EDUCATION

AUGUST 2012 TO MAY 2015

BACHELOR OF ARTS - COMMUNICATION FRESNO PACIFIC UNIVERSITY

- Graduated with honors in only 3 years
- Swim and Dive Team
- Worked full-time