

address
city, state, zip

EILEEN PENNY

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email

~ Career Focus ~

COUNTERINTELLIGENCE DISCIPLINE

Operations Manager · Investigator · Instructor · Special Operations Support

~ PROFESSIONAL & PERSONAL VALUE OFFERED ~

- Instructor/Trainer/Briefer
 - Operations Management
 - Troubleshooter/Problems Resolution
 - Physical Surveillance
 - Project Management
 - Investigations
 - Analyst
 - Innovative
 - Supervisor
 - Threat Assessments
 - Liaison
 - Administration
- Gregarious leader, able to make team members comfortable. Assemble and motivate cohesive working teams. Exude a highly professional demeanor. Maintain high ethical values.
 - Skilled and respected operations leader. Open and maintain rapport building channels – creating quality, ‘customer service first’ environments. Conduct liaison in international and national venues and spark collaborative relationships.
 - Progressive record of accomplishment for analyzing in-place operations, identifying problems, determining solutions, and reworking processes. Skilled analyst and keen investigator. Create and implement strategic approaches.
 - Experienced operations manager. Conduct the full cycle of CI operations including investigations, interviewing, analysis, threat assessments, training, reconnaissance, and follow-up. Develop training programs, instructional materials and exercise scenarios. Act as a role-player.
 - **** Taught six 100 series/level courses for Maryland University: ‘Investigations’ and ‘Introduction to Law’, (instruct two concurrent eight-week courses)**
 - **** TS/SCI (PR, Summer xxxx) · CI Scope Polygraph (Completed March xxxx)**

~ EXPERIENCE ~

Chief, Operations Support Branch (Geographic Section) **xxxx–Present**
U.S. Army, Joint Field Support Center, Defense Intelligence Agency, Fort Belvoir, VA

** Supervise a team of four providing secure administrative and operational support to over 1,350 personnel assigned to sensitive military intelligence operations worldwide. Review and conduct quality control of documents. Draft weekly reports for five offices. Train new personnel in policies and procedures. Counterintelligence (CI) subject matter expert and consultant. Promoted from Senior Project Officer.*

- ♦ Point of contact and liaison between offices and headquarters. Analyze and resolve CI issues, answer questions and guide individual offices in CI procedures.
- ♦ Masterminded, researched, and implemented a database reconciliation and reconstruction system for optimum use of various departments accessing an information database, resulting in much faster access of data to complete operations.
- ♦ Manage an off-line secure database, supervise the maintenance of databases, and ensure the accountability of thousands of classified documents.

Operations Support Officer, U.S. Army, Bosnia-Herzegovina **xxxx**
Chief, Operational Control Element, Bosnia-Herzegovina **xxxx**

** Deployed to Bosnia for one year each, for two separate assignments.*

- ♦ Directed administrative, financial, logistical and operations support including technical planning for a 20-person office.
- ♦ Constructed the FY01 budget for the headquarters and five subordinate elements. Maintained 100% accountability for over \$195,000 in contingency money. Procured housing, vehicles, and supplies.

Accomplishments Continued...

- ♦ Supervised 12 personnel in the conduct of vulnerability/threat assessments and CI operations to support force protection.
- ♦ Analyzed investigative activity, monitored collection efforts, supplied quality assurance reviews, and drafted reports. Advised senior management regarding CI issues or threats at hand.

Chief, Operations Team/Instructor

XXXX-XXXX

U.S. Army, Counterintelligence Support Detachment, Germany

** Planned and conducted large-scale operational CI activities in support of special operations forces. Managed administrative requirements, reviewed budget and HR estimations, and analyzed and determined costs and benefits for all projects. Developed performance standards, wrote ratings, and counseled subordinates. Drafted detailed reports.*

- ♦ Instructed CI Special Agents and other intelligence personnel in surveillance and interrogation techniques. Trained various levels of personnel to work as a cohesive team. Evaluated students at various CI courses on performance of tradecraft.
- ♦ Developed training plans and exercise scenarios. Led training activities in cities nationwide, up to 17 days per month. Conducted risk analysis and security assessments.

Special Agent in Charge, Resident Field Office, Italy

XXXX-XXXX

** Supervised eight personnel in the conduct of CI operations and investigations. Investigated alleged/actual security violations and practices and incidents of espionage directed against the Army. Conducted Personnel Security Investigations (PSIs). Provided advice and guidance to security managers. Managed administrative requirements.*

- ♦ Developed and administered security education programs.
- ♦ Built rapport and conducted liaison with foreign national and U.S. law enforcement agencies.
- ♦ Performed operations security evaluations and courtesy inspections.

Special Agent In Charge, Hawaii Resident Office

XXXX-XXXX

** Conducted CI Investigations and provided security support to the Strategic Defense Command. Conducted liaison with law enforcement and security agencies. Conducted threat and security briefings.*

- ♦ Involved in the planning and execution of a successful Joint U.S. Army Intelligence/FBI surveillance of known hostile intelligence operative. Performed extensive area reconnaissance and discreet foot and vehicular surveillance.
- ♦ Individually accomplished the difficult task of opening a new resident office. Developed all requirements necessary to provide superior CI support to the headquarters.
- ♦ Constructed a first-ever comprehensive surveillance training program and taught surveillance techniques to 42 personnel. Developed instruction materials and exercise scenarios.

Prior Positions:

Counterintelligence Agent, 3 years 9 months

Military Police, 2 years 10 months

~ EDUCATION & PROFESSIONAL DEVELOPMENT ~

- BS in Political Science, University of Maryland, Maryland, xxxx
- Federal Bureau of Investigation National Academy, xxxx (11 weeks and 15 undergraduate credit hours)
- Warrant Officer Advanced Course (Leadership and Administration), xxxx
- Strategic Debriefing Course, Arizona, xxxx (4 weeks)
- Counter-narcotics Training Course, Georgia, xxxx (2 weeks)
- Advanced Surveillance Course, Maryland, xxxx (4 weeks)
- Advanced Foreign Counterintelligence Training Center (AFCITC), xxxx (15 weeks)