**CLEACHETE GOSS**

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**PROFESSIONAL SUMMARY**

Administration Management Professional and Military Veteran with an active Top Secret Security Clearance / SCI and more than 17 years of proven ability to be a corporate steward interacting and collaborating with multiple levels of management and diverse cultural audiences. Consistently achieved exceptional and measurable results while leading teams of 8 in a dynamic, fast-paced environment in both civilian and military capacities. Possess a comprehensive background in Office Management and Reporting derived from my position as Executive Assistant on the Joint Staff and the Office of the Secretary of Defense at the Pentagon, conducting domestic and global operations. Managed risk upon multiple lines to protect assets, property, and equipment valued over $10M while meeting expectations of senior leadership. Possess extensive knowledge in Team Leadership and Office Automation. Recipient of multiple awards for outstanding performance and professionalism in the United States Navy. Career supported by specialized technical military training, and a vast amount of experience.

* Office Management
* Team Leadership / Supervision
* Personnel Management
* DoDEA-Americas
* Training and Development
* Planning / Reporting
* Background Investigations
* Organization / Communication
* Office Automation

**PROFESSIONAL EXPERIENCE**

**Department of Defense Education Activity~Americas Nov 2019 – Present**

**Student Information Assistant (Registrar) (Annual Salary 33,939)**

Brewster Middle School is the only middle school on Marine Corps Base Camp Lejeune. It is designed to house 750 students in grades six through eight. As Student Information Assistant/Registrar I manage and implement registration process for 483 students. Manage student information management system while maintaining student files and records. Support total school program and customer service.

* Receive and acquire various data and enters into student information management database.
* Assemble and distribute to families’ student registration packets including a student schedule and hand book, regulations, a health record form, and other forms that might be required.
* Implement data collection techniques for collecting and electronically transferring student grades.
* Prepares reports that are essential to school administration and other personnel.
* Print and mail homebound information packets and maintain hard copy and electronic files of school report, generates awards for attendance and honor roll etc.
* Prepares a variety of letters, messages, memoranda, reports, charts, school bulletins, and other correspondence using typing and automated word processing equipment and other various software programs.
* Enter grades, attendance, tuition and transfer information to update student’s data file.

**E3 Federal Solutions Jan 2019 – Sep 2019**

**Senior Analyst (Annual Salary 78,000)**

Executive Assistant supporting the Office of the Secretary of Defense in providing a full range of administrative services. Work in a high pace environment, deliver quality products and address multiple requirements. Solve complex issues and ensure the office workflow continues during high demand activities. Direct activities in the office and manage schedule and training for the team.

* Provide Office Management services to (Senior Executive Service) leadership.
* Provide travel support using the DoD DTS system.
* Support any office security requirements including document management.

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* Assist in developing special event requirements such as time and place, location, duration, number of attendees, security requirements, and travel arrangements.
* Arrange for appropriate conference rooms/facilities and prepare meeting places in accordance with acceptable protocol and security procedures such as seating arrangements and security verification.

**North Wind Solutions Jan 2018 – Aug 2018**

**Senior Management Analyst (Annual Salary $79,754)**

Executive Assistant to Director, Office of Irregular Warfare, Joint Staff at the Pentagon in Arlington, VA.

* Developed databases and performed a wide range of integrated functions in direct support of various requirements. Maintained official calendar of events. Coordinate and support meetings, facilities, equipment and other elements associated with daily operation.
* Prepared and distribute agendas and minutes of meetings and conferences. Assist in the preparation of official correspondence and documents for signature, including letters, notices, instructions and memoranda.
* Provided clerical support including word processing, of text, tables, and graphs, generations of reports and memoranda, and support briefings and technical presentations. Maintain and update files and logs, including action item tracking, and other tracking to facilitate programs planning, management records monitoring, and status reporting.
* Assist in the tracking and managing of all internal and external taskers. Maintain office calendars, schedule meetings, conferences and appointments, schedule ceremonies for awards, promotions, and retirements. Manage and analyze schedules. Maintained daily availability reports and rosters.
* Develop and execute tasks to increase office productivity, analyze procedures, processes and directives, and where necessary, provide alternatives. To include the developing new or revising existing documents. Managed and control all office supplies and expendables. Track utilization and provided ordering requirements to purchasing officer and submitted for approval. Assisted in preparing travel authorizations and travel vouchers in the Defense Travel System (DTS) and coordinate travel.
* Coordinated and support meetings, briefings, facilities, equipment and other elements associated with daily operations including external, internal, and audio-video/video-teleconference (AT/VTC) and web based collaboration environment events. Coordinated electronic invitations, events registration, and user access for event participants.

**FCi Federal Oct 2016 – Jul 2017**

**FOIA Analyst/Government Information Specialist**

Enhanced the organization through providing administrative support to the Federal Bureau of Investigation (FBI) by preparing and delivering systematic declassification reviews. Searched, collected, scoped and analyzed responsive documents for incoming Freedom of Information/Privacy Acts (FOIPA) requests ensuring files were made ready for public release. Performed processing of other government agency documents and identified source information.

* Opened, processed and maintained an effective mail tracker, tracking over 200 requests while using exceptional quality

control, and process improvement.

* Coordinated communications with FBI field offices, state and local police department to collect, and retrieve information responsive to FOIPA requests.
* Prepared weekly reports for opened requests, closed terminated requests, completed requests, and ensured all due out reports were submitted prior to deadline and with no inadvertent releases.
* Researched and ordered field office files using FBI systems; ensured accurate documentation and receiving and returning for over 62 FBI files.

**United States Navy – Various Global Locations Oct 2002 – Oct 2016**

**Special Access Programs Security Manager (Operation Test and Evaluation Force)**

Oversaw policy guidance and implementation standards to a team of 8 security clearance professionals, and on track management to over 1.5K Officer and enlisted personnel.

* Managed the security and intelligence collections operations of a sensitive information facility valued at $10M with zero loss of equipment or sensitive intelligence information.
* Drafted detailed reports on the information obtained during the screening process and uploaded the reports to the appropriate database.
* Evaluated and assessed more than 450 personnel to establish guidance toward successful promotions within conversion periods.

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**Assistant Special Security Manager**

Maintained administrative productivity and decision making while training 3 new employees on office procedures, responsibilities and assisted with qualification process.

* Indoctrinated personnel on responsibilities that come with having a security clearance and debriefings to ensure all personnel understand their responsibility.
* Initiated investigation of backgrounds using JPAS, performed pre-screening interviews to determine if personnel qualified for a security clearance, coordinated departmental training, responsible for implementing security guidelines for safety of our country, command and individuals.
* Validated earnings to ensure proper and timely records keeping of accounting documents while establishing quality assurance and control of proper organizational procedures.

**Department of Defense Courier (US Transportation Command Defense Courier Station)**

Established communications with customers via electronically, face to face and by telephone ensuring timely and accurate receipt, movement and delivery of classified material.

* Received supply requests, reviewed and approved for completeness and conformity to guidelines and serviced 1.K customers and processed 4.6K supply transactions.
* Processed and moved property for 180 hazardous material supply accounts to include 2.2K items and 613 due-out releases.
* Provided equipment support for 23 organizations; trained 450 custodians on proper accountability practices and performed audits on 131 accounts with a combined value of $400K with zero losses.

**EDUCATION / CERTIFICATIONS**

Bachelors of Science in Business Administration – (In Pursuit)

Security Specialist (Navy Enlisted Classification 9556)

Special Security Assistant (Navy Enlisted Classification 9190)

**United States Military Specialized Training:**

Administration Professional Certification

CPR / AED Certification

**TECHNICAL SKILLS**

**Software:** Microsoft Office Suite (Word, Excel, PowerPoint, OneNote, Outlook), Adobe, Defense Travel System (DTS)

**Operating Systems:** Mac / Microsoft Windows (95, 98, XP, Vista), Windows 10