**Megan Hardy**

**4011 Robin Rd. W**

**University Place, WA 98466**

**Cell: 425-923-4907 / Work: 253-680-4360**

**meganhardy@gmail.com**

**PROFESSIONAL PROFILE**

Prior to my military career, I attended college and worked in several administrative office positions, during which time I gained proficiency with all Microsoft Office programs, and several business databases. After joining the Washington Army National Guard (WAARNG), I attended Basic Training, my Military Occupational Specialty Course, and the Russian Basic Course at Defense Language Institute. During that time I held various leadership positions. Since then I have worked for the WAARNG doing Russian document and media exploitation, as well as preparing briefings and reports with a focus on Eastern Europe and Southwestern Asia. I am currently working as a company-level Training Non-Commissioned Officer (NCO).

**SECURITY CLEARANCE**

TS/SCI – 2011 08 18

**EMPLOYMENT HISTORY**

* 09/2012 – Present

**B CO, 341st MI BN, Tacoma, WA,** Training & Schools Sergeant

*Duties: Responsible for managing unit training schedule, all soldier schools and training events. Tracks and maintains all unit security clearances. Prepares monthly and quarterly reports and briefs them to supervisors. Processes unit administrative tasks, to include duty and special pay, bonuses, creation of orders, physical fitness testing, promotion, and maintains personnel files.*

* 01/2012– 08/2012

**96th Troop Command, Seattle, WA** , Brigade Security Manager

*Brigade Physical Security Manager;* *Responsible for establishing, maintaining and inspecting physical security programs for all the units subordinate to Troop Command. Brigade Personnel Security Manager; facilitates the security clearance process through quality control of eQIP application for security clearance. Tracks and logs the security clearance status and initiates security clearance process using the JPAS system.*

* 01/2011 – 12/2011

**Reach Language Support Program (RLSP), Tacoma, WA** , Russian Translator

  *COADOS position providing translation exploitation of both open source and classified Russian documents. Translates and prepares summaries, extracts, and full translations of written foreign material (directives, records, messages, combat orders, technical publications) into English. Maintains a 2+, 2+ DLPT score in target language, possesses high-level English writing, grammatical and vocabulary skills. Additionally, position requires specific formatting and submittal procedures for translated documents, and experience with Microsoft Excel, Word, and PowerPoint.*

* 03/2009– Present

**Det. 1, A CO, 341st MI BN, Tacoma, WAARNG,** RussianLinguist

*Description: Plans, conducts, supervises and reports on the interrogations of human sources and uses debriefing strategies to collect intelligence and integrate the derived information into the order of battle operations. Skilled in intelligence analysis as well as briefing reports via informal and formal (with visual aids) presentations.*

*Duties: The primary function within the unit is the preparation of reports and briefings focused on Eastern Europe and Southwestern Asia to include threats targeting HUMINT/source operations, key terrorist/insurgent leadership structure, and the socio-political and cultural aspects of the general regions in order to prepare soldiers for future deployments. Classified and unclassified materials and media are utilized extensively for these briefings.*

08/2006 – 10/2007

**Canyon Creek Cabinet Company, Monroe, WA**, Customer Service Representative,

 *Enters and maintains contractor and dealer cabinet orders in inventory system, “AS400”. Generates and distributes daily order reports. Knowledge of entire range of cabinets manufactured in factory, along with the nomenclature. Prepares daily an audit of orders to be shipped and invoiced. Files paperwork. Sends and receives/distributes faxes.*

* 08/2006 – 10/2007 and 11/2003 – 09/2005

**Whitfield’s United Insurance Agency, Everett, WA**, Administrative Assistant,

 *Manages client information in “The Agency Manager” database. Performs administrative duties, including, telephone switchboard and front desk operations, mail and fax processing, filing, generating reports and memos, and orders office supplies.*

**EDUCATION (MILITARY)**

* Basic Training (2008)
* Human Intelligence Collector Course (2009)
* Defense Language Institute Russian Basic Course (2009)
* Combat Life Saver (2010)
* Interpersonal Skills Training (MTT) (2011)
* Warrior Leader Course (2011)

**EDUCATION (CIVILIAN)**

* Associate of Arts and Sciences Degree, Bellevue College 2010