

Michael Hotaling

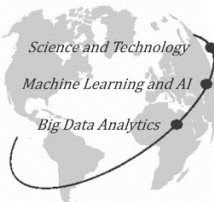
◆ MichaelSHotaling@gmail.com ◆ (703) 340-0881 ◆ www.linkedin.com/in/michael-s-hotaling ◆

INTRODUCTION

I'm a critical thinker capable of bringing creative solutions to the table; currently looking to apply my unique and varied skillset to new challenges in a stable, full-time position. Adaptable and flexible, I excel at communicating technical concepts to non-technical audiences in a concise, yet approachable way.

PROFESSIONAL EXPERIENCE

PolymathN, LLC


43947 Cheltenham Cir
Ashburn, VA 20147
(703) 220-4605

May 2013 -
Present

Vice President, Project Manager and Security Specialist

Currently employed with PolymathN working in research and development to deliver actionable method solutions to complex systems. Core responsibilities include two segments: Project Management and Security

Project Management responsibilities include:

- Accounting; financial management and billing
- Communications; Translating complex theoretical physics for non-technical audiences (including government Contracting Officer's Technical Representative [COTR])
- General business support; drafting meeting minutes, processing mail and deliveries, business development, and marketing

Security Specialist job functions include:

- Analyzing technical data relating to international security
- Providing solutions for physical security of sensitive content
- Advising project leaders to explore solutions engineering for technical security concerns



Transportation Security Administration

Dulles International Airport
1 Saarinen Circle
Dulles, VA 20166
(703) 572-2700

Feb 2014 –
Feb 2019

Transportation Security Officer [TSO]

I worked physical and technical security as a TSA Officer at one of the highest-risk airports in the United States. In my five years of service, I held many noteworthy positions within the greater structure of the TSA:

Insider Threat Team Member: Worked as a part of a team to engage in random security checks in various positions and areas in the airport. As such, I was responsible for managing time in 15 minute intervals to switch quickly and efficiently to different security tasks, write up technical reports on results, identifying potential risks. This required a high level of organization, regulatory knowledge, and a sharp attention to detail.

TSA Mentor: Certified training mentor for TSA employees. Conducted training on screening duties and certified checked baggage, specifically. Responsibilities included:

- Conveying key concepts and regulations
- Explaining proper application of standard operating procedures
- Introducing team-members to security technologies
 - Identifying limitations of technology
 - Describing TSA responsibilities re: technical tools
 - Merging technology with basic security techniques
 - Providing an understanding of technological limitations
- Ensuring all employees were fully trained and cognizant of their responsibilities prior to being recommended for certification.

TSO: Duties included screening passengers and baggage for prohibited items and explosives. Attended security briefings and kept up to date on the latest threat analyses from the local intelligence arm.



Smithsonian Tours by
Segway
National Museum of
American History
1300 Constitution Ave NW
Washington, D.C. 20560

July 2012 –
Feb 2014

Tour Kiosk Concierge

Worked at the National Museum of American History Contractor, with Smithsonian Tours by Segway. This customer service oriented position required strong communication skills, safety-consciousness for training customers on the use of Segway machines.

Completed technical maintenance and basic handling and storage of the machines.

SKILLS

<ul style="list-style-type: none">▪ Security Clearance Level: Single-Scope Background Investigation [SSBI] (2014)▪ Currently pursuing CompTIA Security + Certification▪ Currently learning Python, strengthening programming skills with an aim towards continuous improvement▪ Technical proficiencies include:<ul style="list-style-type: none">▪ Windows and AppleOS▪ Office Suite▪ GSuite [Google]▪ Finalcut, Pro▪ MAYA // Autodesk MAYA▪ Photoshop▪ Shake Compositing Software	<ul style="list-style-type: none">▪ Excellent communication skills [English], both written and oral▪ Skilled at translating technical or theoretical information to digestible content for non-technical audiences▪ Team player experienced with training new staff and “managing up” to project leaders▪ Organized professional with methodical/analytical approach to problem-solving▪ Strong de-escalation and conflict resolution skills▪ Conversationally proficient in Japanese
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EDUCATION



AMERICAN UNIVERSITY
WASHINGTON, DC

2012
Bachelor of Arts [BA]
International Studies
American University School of International Service



**Northern Virginia
Community College**

2007-2009
Undergraduate Studies
Business Management & Accounting
Northern Virginia Community College



FULL SAIL UNIVERSITY

2007
Associate of Applied Science [AAS]
Computer Animation
Full Sail Real World Education

AWARDS & HONORS

2012: Sigma Iota Rho [SIR], Honor Society for International Studies
2012: Dean’s List at American University, School of International Science