

Thomas Paul Susdorf

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Availability:**Job Type:** Permanent**Work Schedule:** Full-time

Work Experience:**Special Agent****Defense Counterintelligence and Security Agency (This is a federal job)**

5750 Letterman Ave

Indianapolis, IN

10/2019 - Present**Hours per week:** 40**Series:** 1810 General Investigation**Pay Plan:** GG - Grades Similar To General Schedule.**Grade:** 12**Duties, Accomplishments and Related Skills:**

Conducted background checks for security clearances ranging from public trust to national security. This would include using my government vehicle to drive to various residences, employments, or other places to perform job duties. Also included was maintaining the vehicle, using a government issued credit card for TDY travel and responsibilities for paying the bill on time. Performing additional tasks as assigned including case scrubs and other administrative tasks. Used Microsoft word, excel, powerpoint and other agency applications to perform job duties.

Supervisor: Shannon Apple (317-306-8878)**Okay to contact this Supervisor:** Yes

Official**Indiana High School Athletic Association (IHSAA)**

9150 N Meridian Ave

Indianapolis, IN

8/2011 - Present**Hours per week:** 5**Duties, Accomplishments and Related Skills:**

Official for high school sports including football, baseball, basketball, and softball. Excellent communication skills with coaches, players, administrators, and other officials. Knowledgeable of playing rules for each sport. Written communication skills for reports to administrators and state level officials for all matters.

Official**National Collegiate Athletic Association (NCAA)**

700 W Washington St

Indianapolis, IN

1/2021 - Present**Hours per week:** 5**Duties, Accomplishments and Related Skills:**

Officiate baseball and football. Excellent communication skills with coaches, players, administrators, and other officials. Knowledgeable of playing rules for each sport. Written communication skills for reports to administrators and collegiate level officials for all matters.

Special Agent
National Background Investigations Bureau (This is a federal job)
5750 LETTERMAN AVE
Indianapolis, IN

10/2017 - 10/2019

Hours per week: 40

Series: 1810 General Investigation

Pay Plan: GS - General Schedule (Ch. 51, 5 U.S.C.).

Grade: 09

Duties, Accomplishments and Related Skills:

Conducted background checks for security clearances ranging from public trust to national security. This would include using my government vehicle to drive to various residences, employments, or other places to perform job duties. Also included was maintaining the vehicle, using a government issued credit card for TDY travel and responsibilities for paying the bill on time. Performing additional tasks as assigned including case scrubs and other administrative tasks. Used Microsoft word, excel, powerpoint and other agency applications to perform job duties. Received above satisfactory performance during each of my annual evaluations. Received sustained superior performance awards for each of my years employed with this agency. This position started at the GS-7 and after a year promoted to GS-9.

Supervisor: SHANNON APPLE (317-306-8878)

Okay to contact this Supervisor: Yes

Medical Support Assistant

Department of Veterans Affairs (This is a federal job)

1900 E Main St
Danville, IL

7/2015 - 9/2017

Salary: \$32,100.00 USD Per Year

Hours per week: 40

Series: 0001 Special-10 Point Veteran

Pay Plan: GS - General Schedule (Ch. 51, 5 U.S.C.).

Grade: 05

Duties, Accomplishments and Related Skills:

Schedule appointments for primary care clinics for veterans. Process veteran's healthcare identification cards. Review and input veterans applications for healthcare services. Use Microsoft Word, Excel, and Outlook on a daily basis. Generate letters for veteran's and mail them to the appropriate address. Cover the Urgent Care check in when needed. Operate multi-line phone system and assist with answering and transferring calls. Use fax machine and scanner on a daily basis. Advise veteran on benefits available and direct them to appropriate entity to facilitate needs of the veteran. Regularly update knowledge of current policies and procedures. Participate in several job activities including volunteering for optional classes. Scan documents into patient medical records in CPRS.

Able to communicate information orally and in writing.

Uses correct English grammar, punctuation and spelling to communicate effectively.

Received Bravo Award for work in Urgent Care and special project VERP list.

Supervisor: Lezlie Furr (217-554-4221)

Okay to contact this Supervisor: Yes

Local Veterans Employment Representative

WorkOne Southwest

1500 N. Chestnut Street
Vincennes, IN

10/2012 - 7/2015

Salary: \$31,281.00 USD Per Year

Hours per week: 38

Duties, Accomplishments and Related Skills:

Worked with veterans to help obtain gainful employment. Developed job openings with companies to facilitate veterans employment. Generated daily and quarterly reports for immediate and senior management consisting of Microsoft Excel, Word, and Power Point programs. Operated multi-line phone system and assist with answering and transferring calls. Used fax machine and scanner on a daily basis. Advised veteran on benefits available and direct them to appropriate entity to facilitate needs of the veteran. Regularly updated knowledge of current policies and procedures. Participated in several job activities including volunteering for optional classes. Communicated information orally and in writing.

Used correct English grammar, punctuation and spelling to communicate effectively.

Received Jobs for Veterans State Grant Performance Incentive Award for 2013-2014.

Supervisor: Roy Evans ((812) 882-8770)

Okay to contact this Supervisor: Yes

Security Monitor

University of Notre Dame

100 Legends

Notre Dame, IN

1/2007 - 10/2012

Salary: \$10.02 USD Per Hour

Hours per week: 30

Duties, Accomplishments and Related Skills:

Worked efficiently alongside management, Notre Dame Security Police, students, and customers. Vigilant in enforcing rules and regulations to maintain the safety of all persons on the property. Communicated effectively with staff and customers using radio and telephone. Adapted to changing work schedules and situations.

Supervisor: Chris Hinsberg ((574) 631-2988)

Okay to contact this Supervisor: Yes

Chief Humane Officer

Humane Society of St. Joseph County

2506 Grape Road

Mishawaka, IN

6/2006 - 11/2006

Salary: \$10.50 USD Per Hour

Hours per week: 45

Duties, Accomplishments and Related Skills:

Was promoted to chief officer and managed five personnel beneath me. Investigated animal cruelty using research techniques using computers, interviews, and other investigative tools. Communicated effectively with staff, public, and management using radio and telephone. Set schedules, assignments, and other duties for staff under my supervision. Implemented safety procedures and uniform mandates for staff. Conducted training on use of radios and equipment for staff. Worked with individuals of a diverse background.

Supervisor: Nancy Deneen ((574) 255-4726)

Okay to contact this Supervisor: Yes

Intelligence Analyst

U.S. Army Indiana National Guard

1901 Kemble Avenue
South Bend, IN

7/2005 - 7/2006

Salary: \$400.00 USD Per Month

Hours per week: 10

Duties, Accomplishments and Related Skills:

Qualified on the driver's road test for military vehicles. Operated, troubleshot, and maintained equipment stored within the South Bend Armory. Operated, troubleshot, and maintained vehicles at the South Bend Armory. Provided job training for new soldiers. Communicated effectively using radio and telephone to fellow soldiers, command, and the public. Received HAZMAT training and license to transport HAZMAT material. Reviewed intelligence material and recommended appropriate action to command. Participated in and oversaw Opposition Forces at Fort Ben Harrison for tactical training. Maintained SECRET security clearance.

Intelligence Analyst

United States Army

CMR 452 Box 2729

Giessen, Germany, AE

7/2004 - 7/2005

Salary: \$2,500.00 USD Per Month

Hours per week: 40

Duties, Accomplishments and Related Skills:

Generated and submitted monthly and quarterly reports for senior management. Inspected and maintained 5 secured areas with equipment valued over \$5M each. Saved my supervisor over \$800 in two days by searching and locating missing equipment that did not return from deployment. Provided job training for new soldiers. Used computer systems to determine security clearance eligibility and submit documents to request or maintain security clearance for fellow soldiers and command staff. Inspected, troubleshot, and operated military vehicles and equipment. Communicated effectively using telephone and radio to other soldiers, command staff, and civilians. Created and implemented reports of real world scenarios for training and tactical purposes. Interpreted maps to effectively maneuver unit to proper locations. Ordered training maps from higher management. Supplied maps to management and peers for use for tactical purposes.

Maintained SECRET security clearance.

Tactical Planner

United States Army

Azhamiyah Palace

Baghdad

5/2003 - 7/2004

Salary: \$3,000.00 USD Per Month

Hours per week: 90

Duties, Accomplishments and Related Skills:

Assembled intelligence for tactical raids against insurgents using computers, interviews, and reports. Collaborated with units and personnel from various countries to achieve mission goals. Turret gunner and driver in over 50 convoys operating the High Mobility Multi-Wheeled Vehicle. Ordered and maintained maps for over 700 personnel for tactical purposes. Inspected, troubleshot, and operated military vehicles and equipment. Effectively communicated with fellow soldiers and command staff using radio and telephone. Effectively interviewed civilians using translator services. Properly disposed of classified material using policies and procedures in place. Became battalion un-exploded ordinance liaison and properly disposed of live ordinances from BMP 21 missiles to small arms. Interpreted maps to effectively maneuver unit to proper locations. Ordered training maps from higher management. Supplied maps to management and peers for use for tactical purposes.

Maintained SECRET security clearance.

Fire Support Specialist

United States Army

CMR 452 Box 2729

Giessen, Germany, AE

4/2002 - 5/2003

Salary: \$2,500.00 USD Per Month

Hours per week: 40

Duties, Accomplishments and Related Skills:

Operated, troubleshoot, and maintained a fully tracked Command Carrier Vehicle worth over \$100K. Set up, operated, and maintained intercom and long range radio communications. Recorded over 200 miles without any accidents. Communicated effectively with fellow soldiers, command staff, and civilians using radio, telephone, email and regular mail. Used Microsoft products such as Excel, Word, and PowerPoint to create monthly and quarterly reports for management. Worked effectively with soldiers from a different background. Interpreted maps to effectively maneuver unit to proper locations. Ordered training maps from higher management. Supplied maps to management and peers for use for tactical purposes.

Maintained SECRET security clearance.

Education:

Background Investigations Training Center Boyers, PA United States

Professional degree (e.g. MD, JD, DDS) 11 / 2017

Relevant Coursework, Licenses and Certifications:

Training for position with the National Background Investigations Bureau.

National Veterans Training Institute Vincennes, IN United States

Technical or occupational certificate 5 / 2014

Major: Preparing Veterans for Meaningful Careers

National Veterans Training Institute Denver, CO United States

Technical or occupational certificate 7 / 2013

Major: Labor and Employment Specialist

National Veterans Training Institute Denver, CO United States

Technical or occupational certificate 11 / 2013

Major: Promoting Partnerships with Employers

Indiana University South Bend, IN United States

Bachelor's degree 8 / 2011

Credits Earned: 144 Semester Hours

Major: Criminal Justice

Indiana University South Bend, IN United States

Associate's degree 8 / 2011

Credits Earned: 144 Semester Hours

Major: General Studies

National Animal Control Association Dayton, OH United States

Technical or occupational certificate 9 / 2006

Major: Level 1

City Colleges of Chicago Giessen, Germany, AE United States

Some college (no degree) 10 / 2004

Credits Earned: 3

Major: Mathematics

United States Army Grafenwoehr, Germany, AE United States

Technical or occupational certificate 9 / 2002

Major: Advanced Field Artillery Tactical Data System

Chesterton High School Chesterton, IN United States

High school diploma or equivalent 6 / 2001

Major: Core 40

United States Army Fort Sill, OK United States

Technical or occupational certificate 11 / 2001

Major: Fire Support Specialist

University of Southern Indiana Evansville, IN United States

Some college (no degree)

Credits Earned: 152

Major: Biology

Job Related Training:

National Veterans Training Institute, Denver, Colorado, Labor and Employment Specialist

National Veterans Training Institute, Denver, Colorado, Promoting Partnerships with Employers

National Animal Control Association, Columbus, Ohio, Level 1

United States Army, Graffenwoehr, Germany, Advanced Field Artillery Tactical Data System

United States Army, Kassel, Germany, All Source Analysis System Lite

United States Army, Ft. Benning, Georgia, Parachutist School

United States Army, Ft. Sill, Oklahoma, Fire Support Specialist School

United States Army, Ft. Knox, Kentucky, Basic Training

Language Skills:

Language Spoken Written Read

English Advanced Advanced Advanced

Affiliations:

Veterans of Foreign Wars - Life Member

Indiana State High School Athletic Association - Official

Wounded Warrior Project - Alumni

Disabled American Veterans - Member

References:

Name	Employer	Title	Phone	Email
Joshua Abel (*)	Social Security Administration	Customer Support Specialist	(812) 424- 7894	Joshua.Abel@ssa.gov
Mike Boulanger (*)	State of Indiana	Local Veterans Employment Representative	(812) 847- 4479	MBoulanger@dwd.in.gov

(*) Indicates professional reference

Additional Information:

(2) Army Commendation Medal

Army Achievement Medal

Army Good Conduct Medal

National Defense Service Medal

Iraq Campaign Medal

Global War on Terrorism Expeditionary Medal

Global War on Terrorism Service Medal

Overseas Service Ribbon

Presidential Unit Citation Award

Letter of Appreciation

Jobs for Veterans State Grant Performance Incentive Award
