

LINDA L. BAYLESS
CLEARANCE – TOP SECRET / PUBLIC TRUST
SCI Eligible w/ Polygraph

4220 Bordolino Drive
Chantilly, VA 20151

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QUALIFICATIONS SUMMARY

- Accomplished professional with seven years of experience in providing effective and comprehensive support to senior executives and the core staff.
- Highly organized and efficient in a fast-paced multitasking environment. Able to effectively prioritize to accomplish objectives with creativity and enthusiasm.
- Computer skills include MS Word, Excel, Outlook, and SharePoint.

PROFESSIONAL EXPERIENCE

VARIQ CORPORATION (DECEMBER 2013 – PRESENT)

Assistant Assessor & QA Specialist Chantilly, VA

- Review all security control monitoring activity procedures required for the annual FISMA assessments.
- Assess the prioritization and selection of security controls.
- Ensure performance of all required monitoring activities.
- Validate corrective actions.
- Ensure risk management objectives are addressed for each information system.
- Assess security controls against their intended effectiveness.
- Deliver assessment reports to officials responsible for implementing appropriate risk mitigation actions and authorization decisions.
- Develop appropriate Plan of Action and Milestones (POA&M) enhancements.
- Responsible for System Security Plan (SSP) document review.
- Document decisions of Pre-Assessment and Assessment calls.
- Coordinate scheduling updates with the scheduling team.
- Responsible for reviewing the Assessment Plan, SSP and SAR to ensure updated content are accurate and logical.
- Delivery of final packages and evidence files.

TRUESTONE, LLC (JUNE 2009 – DECEMBER 2013)

Executive Assistant Chantilly, VA

- Provided executive support for the Federal Bureau of Investigation (FBI).
- Managed calendars and independently scheduled appointments, coordinated meetings, teleconferences, and videoconferencing for two executives and a team of four professionals.
- Maintained daily communication of tasks with the executives and professional staff.
- Arranged complex and detailed foreign and domestic travel plans and itineraries as requested.
- Prepared routine correspondence including letters, memos, agendas, and meeting minutes.
- Monitored action items, tracked staff assignments and ensured deadlines were met.
- Managed critical and time sensitive requests from internal headquarters personnel, clients and prospects.
- Responsible for maintaining and ordering office supplies.

NATIONAL INTEREST SECURITY COMPANY (NOVEMBER 2006 – JUNE 2009)

Executive Assistant to the President Fairfax, VA

- Sole provider of vital administrative assistance to the President and his core staff.
- Initiated and delegated command and control activities as directed.
- Effectively organized and maintained files and other office documentation necessary for proper corporate function.
- Dependable liaison for corporate clientele and their needs.
- Coordinated and organized meetings, conferences, calendars and travel.

MARKEL SOUTHWEST UNDERWRITERS (AUGUST 2002 – MARCH 2005)

Commercial Property Underwriter Scottsdale, AZ

- Managed an underwriting territory of \$2 million dollars consisting of 14 agents.
- Quoted new business submissions falling outside of the agent's authority.
- Underwrote 75 new and renewal accounts weekly.
- Negotiated pricing terms with agents.
- Ordered and evaluated investigative reports on current or potential insureds.
- Communicated with agents about insureds, policies, coverage, etc. by phone or email.
- Traveled to meet with and train agents in assigned territory.
- Performed occasional project work.

THE INSURANCE PROFESSIONALS (MAY 1998 – AUGUST 2002)

Accounting Assistant Scottsdale, AZ

- Contacted agents and finance companies to reconcile accounts.
- Invoiced new business, renewals, cancellations, reinstatements, additional premium, and return premium.
- Posted checks received.

ACCEPTANCE INSURANCE COMPANY (MAY 1994 – MAY 1998)

Senior Processor Scottsdale, AZ

- Handled account reconciliations.
- In charge of processing paperwork for a \$1.3 million dollar account.
- Assisted in training and checking work of new processors.
- Processed all forms of endorsements and finance letters.
- Prepared policies for processing.
- Handled special date change procedures.
- Entered all lines of new business.

EDUCATION

ITT TECHNICAL INSTITUTE Phoenix, AZ ~ Associate of Specialized Technology in Computer Science ~ October 1990