# Hailley Hendrickson

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SUMMARY

Organized, dedicated and ambitious professional with excellent attention to detail, a thirst for learning, and a desire to excel in everything I do.

## Experience

**Ball Aerospace and Technologies Corp , Westminster, Colorado** *- Industrial Security Associate II*   
  
AUGUST 2020 - DECEMBER 2023  
As an Industrial Security Associate, I provided administrative support for the Contract Program Security Officers which includes but is not limited to:

* maintaining documentation related to program access and creating access request packages
* ensuring that personnel are up to date in all systems
* conducting security briefings and debriefings for Special Access Programs (SAP)
* tracking and shipping of sensitive items, the upkeep of tracking
* record and filing systems for digital and non-digital media
* scheduling escorts and Video Teleconferences
* logistical support
* upkeep of SAP spaces
* new hire training
* conference planning
* I acted as an Executive Assistant to not only my office but also multiple departments executives to provide support to their day to day decisions. Scheduled meetings, planned conferences and provided administrative support.

**Advantage Security Inc , Boulder, Colorado** *- Administrative Security Guard (2017-2020)*

As a Security officer, I was responsible for

* ensuring the safety of Ball Aerospace by monitoring cameras and patrolling the grounds.
* I reported all incidents to my supervisors and responded to alarms and emergency situations.
* I checked the credentials of any visitor and issued badges for access.
* I was the lead trainer for the site I worked and was considered an expert in all things Ball Aerospace Security.
* I was in charge of maintaining the records for all personnel and creating new badges for other sites within the company.

## Education

**Byers High School , Byers, Colorado** *- high school diploma or equivalent*  
  
AUGUST 2009 - JUNE 2013

**Metropolitan State University of Denver Denver, Colorado** *– attended but not graduated. 12 credit hours towards degree.*

## Skills

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| --- | --- |
| Typing | Scheduling |
| Travel arrangements | Data entry |
| Microsoft Office  Customer Service  Administrative Support  Detail Oriented  Adaptable  Goal Oriented  SharePoint  Investigative and Critical Thinking  Management |