

KENNETH OCASIO
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EDUCATION

2014-2015	University of South Florida Bachelor's of the Arts – Creative Writing	Tampa, FL
2023-2025	New York University M.F.A – Tisch School of the Arts - Dramatic Writing	New York, NY
2025-2027	New York University Executive M.B.A – Stern School of Business- Business Strategy and Marketing	New York, NY

RELEVANT SKILLS

- Develop and maintain efficient filing, task tracking and document management systems.
- Monitor and optimize executive workflows to anticipate needs and prioritizing daily requirements.
- Contractor and vendor interaction.
- Editing experience for Pre-Publication Review of armed forces literature and Information Assurance.

RELEVANT EXPERIENCE

Berkeley College **New York City, NY.** September 2023- Present
Executive Assistant

Coordinates domestic and international schedules, meetings and travel arrangements. Prepares meeting agendas, materials, briefing documents and takes accurate meeting minutes. Handle sensitive information with the utmost professionalism, integrity and discretion. Assists with confidential correspondence, communications and document management. Collaborate with the operations department to track project timelines, deliverables and status updates. Recommend and implement process improvements to enhance operational efficiency. Maintain positive and productive relationships with staff, clients and student body members. Facilitate prompt responses to routine and time sensitive requests. Support expense reconciliation and executive reporting across multiple departments as needed.

United States Southern Command. **Miami, Fl** November 2021-August 2023
Information Security Specialist

Media Destruction Lead for United States Southern Command and Army Garrison headquarters. Diplomatic and Embassy Security Consultant and SEM Model 23 disintegrator and Datastroyer trained. Routinely monitors surveillance system throughout installation reporting on findings and aberrations in standard operating procedures in support of critical infrastructure.

- Process courier requests. Assist with classification and declassification management to include original and derivative forms. Apply appropriate markings and/or redactions to prevent unauthorized disclosure.
- Provide support conducting Pre-publication and security reviews. Offer recommendations and identify equities for referral.
- Assist with conduction internal assessments using established checklists; evaluate marking accuracy through document sampling. Report findings and implement corrections to ensure best practices.

United States Navy **San Diego, CA** Mar 2017- May 2021
Cryptologic Technician Technical

Operates and maintains electronic sensors and computer systems; collects, analyzes, exploits and disseminates Electronic Intelligence in accordance with fleet and national tasking.

- Provides safety of platform, indications and warnings in conjunction with anti-ship missile defense.
- Offers technical and tactical guidance to warfare commanders and national consumers in support of surface, subsurface, air and special warfare operations.
- Controls access to restricted areas; destroy safeguard and store classified materials, evaluate signal quality, perform fusion analysis, and analyze radar capabilities from electronic intelligence.
- Report communications, utilize national databases and influence the electromagnetic spectrum within the area of operation. Extract data from record message traffic and identify essential elements of friendly information violations.
- Decode encrypted transmissions, determine onboard weapons systems limitations and employ rapid evaluation guidelines.
- Evaluate, disseminate and report on signals of interest. Implement and facilitate military deception plans.