

SHARON D. JENKINS, SJ INVESTIGATIVE SERVICES, LLC

LSDBE Certified Business LSDZR79388102010

Licensed Private Detective, License # 0943

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United States Citizen

Top Secret Clearance

EDUCATION

Bachelor of Arts – Criminal Justice Administration, May 2001

Associate in Applied Science – Law Enforcement, May 2000

University of the District of Columbia

TRAINING/CERTIFICATIONS AND ASSOCIATIONS

- Child Abuse and Neglect Training – 2002/2004
- Adoption Training – 2004
- Criminal Investigator Certification Program CJA- 2002
- Overview of DC Superior Court System - 2002
- Defense Theories - 2002
- Investigator Resources 2002
- Discovery and Subpoenas - 2002
- Case Organization and Management - 2002
- Jencks, Gregory, and Brady -2002
- Witness Interviewing and Statement Taking -2002
- Crime Scene Investigations, Ethics -2002
- Advanced Interviewing and Statement Taking 2002
- Testifying and the Investigator's Role at Trial -2002
- Criminal Justice Administration Investigator Training – 2001
- GPS-MAPP Training for Adoptive/Foster/Kinship Care Providers – 2001
- Court Appointed Special Advocate for Neglected and Abused Children -
- Meditation and Confrontation Skills

CERTIFICATIONS AND ASSOCIATIONS

- Certified Criminal Investigator (CJA) Identification Number IV0084
- Certified HUBZone Small Business Concern 23028
- National Association of Investigative Specialists
- American Federal Contract Investigations Association
- United States Process Servers Association

CAREER EXPERIENCE

Contractor Investigator July 2007-Present

- Associate Investigator assigned to conduct Single Scope Background Investigations, Periodic Reinvestigations and Limited Background Investigations.
- Conduct subject, residence, education, employment, military and character interviews for adjudicative purposes with regards to the suitability of individuals seeking a security clearance for Federal Government employment.
- Obtain an individual's public records and all information regarding issues relative to any illegal activity, foreign contracts or foreign relatives.
- Follow all guidelines and requirements as appropriate to the regulations of the Federal Government and the Contractor.

Public Defender Service Washington, D.C. 20001 CJA Certified Criminal Investigator August 2002 – Present

- Conduct thorough and professional investigative work which includes locating witnesses, conducting field interviews, taking statements from witnesses, serving subpoenas, collecting police reports, and preparing exhibits for trial and hearings.
- Conduct subject and personal interviews. Perform record searches to ensure thorough and complete background investigation has been completed. Searches include: employment interviews, neighbors references interviews; police and court record searches; verifying or obtaining medical information (by subpoena only); education and, follow-up of other investigative leads that may develop during the investigation.
- Conduct diligent searches to locate witnesses and birth parents in pre-adoptive and custody cases
- Conduct background searches for witnesses, using highly technical databases systems. Conduct record searches and personal interviews.
- Conduct investigations involving domestic violence, misdemeanor drug cases, and adoption and child abuse and neglect cases. Through observation, record critical facts regarding persons, objects, and events.
- Prepare affidavits in order of occurrence and provide full details of each incident. Ensure investigative reports are thorough, complete, concise and accurate.

Court Appointed Special Advocate (CASA) for Neglected and Abused Children Washington, DC 20036 CASA Volunteer July 1999 – October 2004

- Provided independent factual information to the Family Court regarding neglected and abused children.
- Provided advocacy for neglected and abused children who were the subject of judicial actions.
- Monitored cases involving neglected and abused children until the terms of the court order were fulfilled.
- Conducted independent investigations concerning neglected and abused children and prepared summary or synopsis of investigations.

- Adapted investigative methods, techniques, and procedures to specific case situations.
- Provided thorough and complete investigations in relation to neglected and abused children, foster care, and kinship providers. The court used investigation findings to determine a decision for the permanent placement of the children.
- Consulted with the Guardian ad litem and social workers who were assigned to the cases and provided information which was in the best interest of the children.
- Conducted extensive research, using social worker cases files, court records, medical files, and school records, to provide a thorough and accurate report to the court.
- Testified at court hearings, provided recommendations on behalf of the children's welfare.
- Analyzed requests, complaints, or allegations to identify the issues involved and the types of evidence required for each case.
- Applied knowledge of Family Division guidelines and laws as they relate to child abuse/neglect and adoption cases.

Peace Corps
 Washington DC 20526
 EEO Counselor
 August 1999- April 2004

- Counseled individuals regarding the procedural aspects of a discrimination complaint; inform complainants of their rights and options under appropriate regulations and agency procedures (e.g. 29 C.F.R. 1614; EEOC MD 110; conducted informal fact-finding inquiries to include attempts at resolution; reviewed allegations to determine regulatory bases (i.e., race, color, age, sex, national origin, religion, or disability).
- As an EEO Counselor, possessed full understanding of the EEO laws and regulations as they applies to employment problems of underutilized persons and classes in the workforce and labor market, specifically racial and ethnic minorities, women, older workers, people with disabilities, or the economically disadvantaged.
- Possess knowledge of the structure of the Federal personnel system including classification, staffing, recruitment, performance evaluation, career development, labor relations, appeals, grievances, adverse actions, and employee rights and responsibilities.
- Advised management on EEO, Title VII, and human resources policies; provided recommendations to management on the appropriate course of action for seeking a resolution.
- Documented resolutions and advised complainants of their rights to file a formal discrimination complaint if the resolution failed. Prepared a counselor report as evidence that required counseling actions took place and that any jurisdictional questions that may arose were resolved.
- Managed a large volume of EEO complaints from agency employees, applicants, and contractors; processed very complex and multiple allegations cases; and advised newly appointed counselors in processing EEO complaints.

REFERENCES

Sheryl Viot
Attorney at Law
(703) 615-7031

Cynthia Nordone
Attorney at Law
(202) 628-3681

Kevin S. Kassees
Attorney At Law
(703) 566-0709

Sabine Browne
Attorney at Law
(202) 449-2383

