
Jade Carrell-Dunbar

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Professional Summary

Detail-oriented and analytical professional with a strong foundation in military intelligence, data analysis, finance, and criminology. Veteran with hands-on experience in forensic investigations, pattern recognition, cybersecurity, and classified intelligence operations. Proven ability to analyze complex data sets, detect fraudulent activities, and deliver data-driven insights. Currently seeking to apply academic and professional expertise to contribute value, drive excellence, and secure success in a dynamic professional setting.

SKILLS

- Farsi Foreign Language (Intermediate)
- Data Analysis & Pattern Recognition
- Critical Thinking & Problem Solving
- Public Notary
- Report Writing & Presentation
- Current Level 3 Armed Security Commission
- Forensic Investigation & Risk Assessment
- Fraud Detection & Due Diligence
- Confidential Data Handling
- Collaboration & Leadership
- Cybersecurity Principles & Threat Analysis
- Excel, Pivot Tables, SIGINT Tools, SQL Basics

EXPERIENCE

City of Bellaire- Bellaire, TX- Accounts Payable Technician

Nov 2022 – Sep 2024

- Conducted forensic reviews of financial transactions, identified and investigated payment discrepancies, and prevented fraudulent payments through data analysis and pattern recognition of invoices.
- Compiled and maintained detailed aging reports for management to track and monitor all payments and expenditures using Excel, pivot tables, and trend analysis.
- Managed sensitive financial data with discretion and maintained accuracy in processing invoices and payments, ultimately reducing errors and ensuring financial integrity.
- Assisted in preparing and posting journal entries, as well as aided in reconciling bank statements by viewing cash transactions, deposits, and withdrawals to ensure accuracy in financial records.
- Trained department members in compliance and implemented improvement strategies for maintaining financial records.
- Performed internal audits and risk assessments to ensure regulatory and policy compliance.

- Processed sensitive data, managed W9 and 1099 compliance, and supported city-wide financial integrity.
- Primary backup for Utility Billing and served as primary administrative support for the entire Finance department.

Bank of Texas- Katy, TX- *Client Experience Team Lead / Relationship Banker*

Feb 2021 – Nov 2022

- NMLS registered, public notary, and vault custodian.
- Investigated suspicious financial activity and submitted fraud reports for prosecution.
- Assessed client financial behavior to detect red flags and determine risk profiles.
- Collaborated with internal compliance and security teams to mitigate financial crime threats.
- Trained and supervised incoming tellers on job functionality, performed teller overrides and approvals, reviewed weekly performance reports, and assisted management with disciplinary actions and improvement strategies.
- Selected for the Elevate leadership program to advance and promote in a leadership role.

South State Bank- Augusta, GA – *Teller*

Mar 2020 - Jan 2021

- Verified customer identities and financial documents to ensure compliance and prevent fraud while processing daily client transactions.
- Maintain accurate records of monetary exchanges and reports for BSA, including CTR and SAR reporting to adhere to federal regulations.
- Monitored and identified suspicious transactions and reported suspected fraud, money laundering, and identity theft while helping customers open and close accounts.
- Resolve client complaints and account discrepancies using logical analysis and investigative techniques.
- Assisted and ensured accuracy of cash box balance and vault audits as needed.
- Collaborated with bankers to refer mortgage and business leads.
- Use of Integrated Teller and Navigator systems.

US Navy (Active) - Augusta, GA – *Language Intelligence Analyst – NSA*

Aug 2017 - Dec 2019

- Operated in a highly secure environment, adhering to strict information security and classification protocols while maintaining a TS/SCI clearance.
- Conducted classified SIGINT missions using language analysis software and intelligence databases.
- Mentored analysts and students on cultural awareness and operational procedures.
- Coordinated with analysts, military personnel, and foreign and domestic government agencies to support intelligence missions.
- Translated and interpreted Farsi and Dari communications to extract actionable intelligence for national security.

- Produced intelligence reports and threat assessments for interagency leadership.

EDUCATION

Texas A&M University - Commerce, TX

Master of Science: Criminology - GPA: 3.8

Dec 2023

- Deans List Honoree, Honors student.
- Completed coursework in: Criminal Intelligence, Cybersecurity, Behavioral Analysis, and Research Analysis.
- Conducted research on psychological profiling and its application in threat assessment.

University of Houston - Houston, TX

Bachelor of Science: Psychology, Minor in Business Management and Leadership – GPA: 3.7

Aug 2022

- Dean's List Honoree, Graduated with Honors.
- Studied human behavior, cognitive biases, and decision-making.

Defense Language Institute Foreign Language Center - Monterey, CA

Associate of Arts: Persian-Farsi - GPA: 3.9

Nov 2018

- Dean's List Honoree, Graduated with Honors.
- Awarded Dr. Martin J. Kellogg Award for academic excellence.
- Selected Student Mentor, tutoring 24 language students in advanced Farsi.
- Completed various National Cryptologic school courses in Operational Security & Classified Principles.
- Completed Apprentice Cryptologic Language Program.

Liberty-Eylau High School - Texarkana, TX

High School Diploma: Required Courses and 49 College Credits

May 2017

- Graduated Summa Cum Laude, 4.0 GPA, Top 5%
- National Honor Society 4 years
- Leadership, Student Council, Key Club, Fellowship of Christian Students
- Varsity Cheerleader: Made All-American