

SHELBY LAMBERT

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Personal Details

Analytical professional with expertise in pre-employment and security clearance background investigations, complemented by experience in product procurement. Sharp attention to detail, a deep understanding of regulatory requirements, and a commitment to integrity in delivering accurate results and fostering secure environments.

Professional Experience

BACKGROUND VERIFICATION ANALYST

Entrata | Lehi, UT | October 2024 - Present

FCRA Basic Certified

- Executes thorough credit and rental checks, ensuring full FCRA compliance
- Safeguards data integrity by maintaining detailed, confidential records in Entrata software
- Employs established screening rubrics to deliver client-specific evaluations
- Analyzes court case details to produce accurate and actionable background reports

PROCUREMENT SPECIALIST

Curador | Irving, TX | April 2020 - May 2021, June 2024 - July 2024

- Facilitate product acquisition from request to warehouse inventory
- Manage purchasing process and maintained order log
- Ensure timely delivery of inventory
- Forecast product purchasing to ensure optimal inventory

FIELD INVESTIGATOR

Peraton | Washington, DC | November 2023 - March 2024

Top Secret Clearance

Internship for Master's Degree

- Utilized robust interviewing skills to gather accurate information
- Prepared comprehensive reports based on thorough notetaking
- Maintained strict confidentiality to protect sensitive information
- Adhered to applicable laws and regulations

BACKGROUND CHECK INVESTIGATOR, COMPLIANCE MANAGER

Peopletrail | Draper, UT | January 2022 – October 2023

FCRA Basic and Advanced Certified

- Conducted criminal background checks at the various jurisdictional levels
- Processed background services and drug screens according to clients' needs
- Performed audits on researchers and vendors for accuracy and thoroughness
- Monitored legal updates to ensure company compliance

Education

American University

MASTER'S IN COUNTERTERRORISM AND HOMELAND SECURITY, AUGUST 2024

- Awarded Tuition Remission Scholarship based on Merit

Brigham Young University

BACHELOR OF SCIENCE IN EXERCISE AND WELLNESS, APRIL 2020

- Multicultural Student Association Member
- Jerusalem Center of Ancient Near Eastern Studies
 - Study Abroad 2017