

PAULA M. SCHULTZ  
Columbia, MD  
July 2016

## **SUMMARY**

- Signals Intelligence (SIGINT) professional ~ 31 years of experience
- 15 years of Leadership and Management experience
- 5 ½ years experience as United States/National Security Agency (NSA) representative to NATO Advisory Committee on Signals Intelligence (NASCI)
- 3+ years experience hosting live TV talk show
- 5 ½ years experience coordinating international, executive-level conferences
- 3 years experience chairing 14-nation working group
- Top Secret/Sensitive Compartmented Intelligence (SCI)/TALENT KEYHOLE clearance 1978-2010
- Intelligence Research Analyst – professionalized 1986
- Myers-Briggs Type Indicator (MBTI) Instructor – National Certification, 1995
- Human Resources Management Association – President, 1998-1999; President-elect, 1997-1998; Member, 1987-2008
- Director's Briefing Staff – daily intelligence briefings and Cabinet-level tours of the National SIGINT Operations Center (NSOC – later renamed the National Security Operations Center)
- 6 years experience as Volunteer Coordinator for Animal Advocates of Howard County; 6 years service as Board Member and logistics coordinator for major events
- 6 years experience as volunteer in the Howard County Animal Control Facility; 3 years experience serving on the Front Desk directly interacting with citizens applying to adopt animals from the facility
- 4 years service on the Howard County Animal Matters Hearing Board; May 2012 to present
- Knowledgeable of Windows 2003 applications (specifically Word, Excel, and Outlook)
- Experience with Apple I-Mac products

## **EDUCATION**

- M.A., National Security Policy, The George Washington University, 1990
- B.S., Secondary Education (Portuguese and French Minor), University of Wisconsin/Madison, 1977
- Graduate of NSA Mid-level Leadership Program, 1999
- Russian Language Training, NSA's National Cryptologic School (NCS), 1978-1979
- Numerous NCS courses related to SIGINT (reporting, collection, Russian, analysis, adult learning/instruction) and leadership and management

**WORK EXPERIENCE – National Security Agency, Fort Meade, MD, 1978-2009**

- Transcribed and translated Russian language material into English for subsequent reporting to senior US military customers
- Prepared and delivered daily SIGINT highlights briefings to NSA Director and his senior leadership team; provided guided tours of the NSOC to high-level Agency visitors, to include US Cabinet Officers and foreign dignitaries
- Served as Executive Assistant to Deputy Director for Special Studies on a sensitive joint program
- Conducted SIGINT environmental surveys and provided support OCONUS travel of United States Government (USG) VIPs, serving as linguist, operator, and chief
- Managed multiple SIGINT analysis and reporting organizations that produced SIGINT reports on high-priority foreign targets
- One of two-person team producing high-interest SIGINT reports supporting DESERT STORM operations
- Instructor for multiple mid-level leadership/management course at the NCS; obtained national certification to facilitate MBTI courses
- Host of live TV talk show, TalkNSA, broadcast to thousands on internal, secure network; monthly during 1997-1999 and occasional shows through 2009; broadcast several shows "on location" at OCONUS and CONUS sites
- Served as Executive Assistant to the Deputy Director for Central Intelligence (DDCI)/Deputy Director, CIA; facilitated executive-level interaction between CIA and NSA
- Managed the Office of Multilateral, Military, Coalition, and NATO Affairs in the Foreign Affairs Directorate (FAD)
  - Instrumental in the implementation of first-ever secure coalition collaboration system credited with saving multiple coalition soldiers' lives in Afghanistan
  - Lead the Agency effort to engage all foreign partners in first-ever near real-time multinational SIGINT support to international events;
  - Head of US delegation to NACSI
  - Chaired multi-national working group focused on improving SIGINT support to coalition operations in Afghanistan
  - Coordinated all aspects of 12-national NSA Director-level annual conference including agenda development, security, protocol, logistics, transportation arrangements, and drafting of NSA Director talking points
  - Managed all substantive and logistics aspects of two mid-level 12-national conferences held at Fort Meade, MD
  - Lead the Analysis and Production Staff's Foreign Affairs Team in providing tailored foreign affairs support to the directorate leadership

**WORK EXPERIENCE – Bethany United Methodist Church, Ellicott City, MD – June 2011-Present**

- Serve as one of two Wedding Coordinators for the church

- Assist the presiding officiant in coordinating all aspects of the wedding ceremony to ensure church guidelines are followed and to create an atmosphere conducive to a positive, memorable experience for bridal parties and their guests

### **VOLUNTEER EXPERIENCE**

- Serve as Volunteer Coordinator for Animal Advocates of Howard County, March 2010 to the present
  - Canvass, schedule, and coordinate efforts of several hundred volunteers to support two major annual fund raising events as well as multiple community outreach and adoption events per year
  - Serve as logistics coordinator for major annual fund raising events: coordinate with local government, land and property management entities to secure space and support for Animal Advocates' annual Walk for Paws; create site maps and equipment lists for each major event to ensure methodical set-up and pack-up for each event; supervise set-up and clean-up of major events
  - Created volunteer database in FileMaker's BENTO to track volunteers and Animal Advocates activities
- Serve as volunteer in the Howard County Animal Control and Adoption Facility, June 2010 to the present
  - Assist facility staff in caring for and showing animals (dogs) to the public for possible adoption
  - Work on the Front Desk assisting citizens and answering their questions related to the Howard County animal adoption process
- Serve as volunteer driver for Neighbor Ride, a non-profit organization that provides transportation to otherwise house-bound Howard County senior citizens, February 2011 to the present
- Serve as member of the Howard County Animal Matters Hearing Board
  - Review case histories, hear testimony, and consult with other members of the Board to rule on citizens' appeals of citations issued by the Administrator of the Howard County Animal Control and Adoption Facility

### **AWARDS**

- University of Wisconsin - Madison
  - UW Marching Band Hall of Fame - Inducted September 2016
- US Intelligence Community
  - CIA Director's Medal - 2001
  - Deputy Director of Central Intelligence (DDCI) Exceptional Performance Award - 2001
  - CIA Deputy Director for Intelligence Medal - 2001
  - Joint Duty Assignment - 2007
  - Intelligence Community Assignment Program Certified - 2002
- NSA

- Director's Coin – 2009, 2003, 1998
- NSA Deputy Director's Coin – 2009
- Annual Performance Bonus – 2010 (for work performed in 2009); 2006
- FAD Coin – 2008
- Multiple Cash/Special Achievement/Team Awards and Letters of Appreciation
- Joint Meritorious Unit Award – 2007, 2003, 1997
- National Intelligence Merit Unit citation – 1997, 1992
- Quality Step Increase – 1998
- Sustained Superior Performance – 1989
- International
  - NATO (NACSI) Coin – 2007
  - NATO (NACSI) Plaque – 2008

#### **REFERENCES**

- Available Upon Request