



## Who to Contact...

### **Cheryl Malone, HR Coordinator**

cheryl.malone@9linellc.com - (813) 341-4800 ext 310

- HR Support
  - Annual Review & Self Assessment
  - PTO Requests & Timecard Issues
- Recruiting & Referrals
  - Onboarding New Hires
- Benefits Program Administration
- HR Records

### **Alina Turner, Office Manager**

alina.turner@9linellc.com - (813) 341-4800 ext 307

- Pre Travel Authorization & Expense Reports
- Supplies/Equipments/Business Cards
- Accounts Payables/Accounts Receivables
- DVBIC Program Support

### **Kenny Nguyen, Recruiter/Trainer**

kenny.nguyen@9linellc.com - (813) 341-4800 ext. 304

- 9Line Website Maintenance
  - Contents update, access to forms, job postings, etc.
- Recruiting & Referrals
- Onboarding New Hires
- Training

### **David Heintz, Assistant FSO**

david.heintz@9linellc.com - (813) 892 8918

- Security Clearance
- Security Briefing before traveling outside the US
- Debriefing during Separation
- Employee Portal Access