# Jessica Claire

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## PROFESSIONAL SUMMARY

Highly accomplished IT Director with over 20 years of experience leading cross-functional teams and implementing innovative technology solutions and security protocols. Proven ability to communicate complex technical concepts to non-technical audiences and motivate teams to achieve exceptional results. Seeking a challenging role to leverage my expertise in IT leadership and drive organizational success.

## EDUCATION

**Cybersecurity Professional Certificate**    *03/2023*
**University of Miami, Miami, FL**

**Bachelor of Science** | Computer Science    *10/2009*
**Baker College, Flint, MI**

## CERTIFICATIONS

- OnCue Certified User
- Cybersecurity Professional
- Microsoft Azure Fundamentals

## TECHNICAL SKILLS

**Technology:** Wireshark, HoneyPot, Nessus, Pycharm
**Programming Languages:** Python
**Operating Systems:** Windows 10, Windows 16 Server, Kali Linux, Ubuntu, Debian, Redhat, Centos
**Windows Security:** Active Directory, Windows Server, Group Policy, DNS, Shares and Permissions, DHCP, Disk Management, Microsoft Endpoint Security, Security Policy, Microsoft Authentication, Powershell

**Networking:** Networking fundamentals, Networking, Switch & IOS, IP & Routing, Subnetting, IPv4/6 Static Routing, Dynamic Routing, VLANs and Trunking, Diagnostics & Troubleshooting, Access Control List, Infrastructure Services
**Cloud:** Cloud Security, Virtualization and Container, and Advanced Cloud Security
**Additional Relevant Experience:** Microsoft Security, Computer Networking, Cloud Security, Linux Security, Network Security, Cyber Technologies, Python, Ethical Hacking, DFIR, Game Theory

## PROFESSIONAL EXPERIENCE

### DIRECTOR, INFORMATION TECHNOLOGY    *10/2020 to CURRENT*
**Aimbridge Hospitality | Mclean, VA**

- Manage the day-to-day operations of the IT department, including service desk, budgeting, third party vendor subscriptions, endpoint and systems management.
- Oversee the implementation of technical and administrative controls to secure the organization's information systems and data, including firewalls, intrusion detection systems, encryption, and access control.
- Manage vendor relationships and negotiate contracts for the procurement of hardware, software, and services.
- BOX.com cloud storage implementation, administration and user access control manager.
- Develop and conduct employee training and awareness programs to promote a culture of security and ensure everyone understands their role in protecting the organization's information assets.

### TRIAL TECHNOLOGY CONSULTANT    *09/2014 to CURRENT*
**Mantech International Corporation | Bethesda, MD**

- Consulted with attorneys and legal teams to understand their technology needs and provide recommendations for trial presentation software and hardware.
- Developed and managed timelines for trial preparation, including creating and organizing exhibits, witness lists, and deposition videos.
- Conducted mock trials and rehearsals to ensure that all technology and equipment were working properly and to prepare witnesses and attorneys for the trial.
- Provided on-site technical support during trials, ensuring that all presentations and exhibits were displayed effectively and professionally.
- Maintained accurate records of trial technology equipment, software, and supplies, ensuring that all equipment was properly maintained and updated.

### SENIOR SYSTEM ADMINISTRATOR    *09/2014 to 10/2020*
**TrialGraphix | City, STATE**

- Established network specifications and analyzed workflow, access, information, and security requirements.
- Administration and implementation for Microsoft 365, Exchange, Azure Active Directory, SharePoint and Teams.
- Responsible for onboarding and off boarding all company employee laptops.
- Ensure all laptops were loaded with software and met security compliance regulations via Microsoft Intune.
- Manage company website using WPEngine and WordPress editing platforms.