ALEX WILSON

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PROFESSIONAL SUMMARY

Dedicated and ambitious individual with a strong passion for cybersecurity with a background in computer science and project management.

A versatile and action-driven Project Manager with a track record of accomplishment in diverse areas. Experienced in managing risk, building stakeholder trust, and leading teams. Exceptionally dedicated professional with keen interpersonal, communication, and organizational skills. Background in incident response, network/software/hardware trouble shooting, and SharePoint administration. Highly motivated to learn more about networking, cybersecurity, and digital risk management.

CORE COMPETENCIES

- Project Management
- Strategic Communication
- Stakeholder and Risk Management
- Document Management
- Change Management
- Continuous Process Improvement
- Leadership
- Problem Solving
- Organization

PROFESSIONAL EXPERIENCE

AMEREN, ST. LOUIS, MISSOURI, AUGUST 2019 TO PRESENT
Project Analyst

- Form business cases and project plans by meeting with stakeholders to accurately determine a project's, objectives, milestones, deliverables, success criteria, and functional requirements.
- Create and maintain project schedules, using Microsoft Project, to monitor the progress of tasks and the availability of financial, human, and digital resources across multiple teams.
- Conduct financial forecasting, cost tracking, and budget analysis to ensure appropriate financial management throughout the project.
- Build trust with stakeholders by delegating tasks, responsibilities, and ownership to team members based on their skills, experience, and expertise.
- Create, maintain, and distribute project documents such as presentations, status reports, meeting minutes, project change requests, approvals, risk acceptance agreements, decision document, and issue notices to facilitate effective communication, provide a record of project activities, and support informed decision making.

AMEREN, ST. LOUIS, MISSOURI, MAY 2018 TO AUGUST 2018, MAY 2019 TO AUGUST 2019
Digital Intern

- Created new workflow, to replace a "pen-and-paper process", which enabled employees to digitally record pressure and temperature data at an Illinois natural gas storage station using Microsoft Power Apps, Power Automate ("Flow"), and SharePoint.
- Provided technical support to assigned business groups for SharePoint 2016 and SharePoint Online.
- Migrated over 5,000 SharePoint 2016 sites to SharePoint Online, using Quest Metalogix.
- Owned and automated the SharePoint site creation workflow by creating a request form, which upon approval would create the site and provision initial access using Power Automate ("Flow") and Active Directory Data Store.
- Worked with multiple stakeholders to define and implement record retention policies, using Varonis Data Classification Engine, helping to ensure NERC CIP compliance for all newly created SharePoint sites.

ST. LOUIS COMPUTER SERVICES, ST. LOUIS, MISSOURI, PART TIME MAY 2015 TO MAY 2018
IT Support Technician
- Provided remote technical assistance to customers, in response to incidents, by troubleshooting common issues and documenting/tracking them in Zendesk.
- Provided in person support to small and home offices to help conduct initial network implementations, asset management, maintenance, removals, and general support.
- Collaborated with team members to document and store technical procedures in a knowledge base (Notion) and continuously improve the information.

EDUCATION AND CREDENTIALS

BACHELOR OF SCIENCE (B.SC.) IN COMPUTER SCIENCE, AUGUST 2019
Missouri State University, Springfield, MO

MSU CNAS UNDERGRADUATE COMPUTER SCIENCE RESEARCH COMPETITION WINNER - 2019
Topic: Automated Pathogen Detection and Quantization using Machine Learning

CERTIFIED SCRUMMASTER (CSM) – 2020
Scrum Alliance

SECURITY+ CERTIFICATION – CURRENTLY PURSUING
CompTIA

PROJECT MANAGEMENT PROFESSIONAL – CURRENTLY PURSUING
Project Management Institute

VOLUNTEERISM

Veterans of Foreign Wars – Galmey Post 9638, Hermitage, MO (August 2016 – January 2017)

ADDITIONAL INFORMATION

Collaborative/Office Proficiencies: Microsoft Office 365 Enterprise Suite (Teams, Outlook, SharePoint, Power Automate, Power Apps, Power BI, Project, Excel, PowerPoint, Word, OneDrive), Google Workspace Suite, Canva, Illustrator, Photoshop, Git

Operating Systems/Virtualization Proficiencies: Windows, Ubuntu, Kali Linux, Google Cloud, Xen, Virtual Box

Security Tool Proficiencies: Python, JavaScript, MySQL, MongoDB, Kali Linux, Metasploit, Burp Suite, OWASP Zap, POSTMAN, hashcat, Aircrack-ng, sqlmap, BitLocker, VeraCrypt, KeyPassXC, Bit Warden, nmap, Wireshark, Splunk, Active Directory

Professional Organizations: *International Project Management Association (August 2023 – Present)*

Personal Interests: Reading, weightlifting, video games, travel, foreign languages, guitar