

# Nkechi Gedeon

Miami, FL

-Email me on Indeed: <http://www.indeed.com/r/Nkechi-Gedeon/b165fa379b038618>

Experienced professional transitioning from administrative and front desk roles, bringing a diverse skill set to cybersecurity. Proficient in attention to detail, effective communication, problem-solving, multitasking, and adaptability. Completed a cybersecurity bootcamp with hands-on expertise in vulnerability assessment, incident response, network security, cryptographic techniques, and more. Ready to enhance security measures, maintain quality standards, and contribute to organizational success.

Authorized to work in the US for any employer

## Work Experience

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### Hands-On Experience

Cybersecurity Bootcamp  
2023 to August 2023

- Utilized Python for hashing techniques to enhance data security.
- Conducted CVE product analysis to assess software vulnerabilities and risks.
- Identified and mitigated email phishing threats, enhancing security.
- Developed incident response plans aligned with industry standards.
- Performed malware analysis to understand behavior and impact.
- Conducted vulnerability assessments and implemented security policies.
- Proficient in intrusion detection, prevention, and network segmentation.
- Demonstrated understanding of NIST, HIPAA, and GDPR regulations.

### Front Desk Clerk

USA Income Tax Firm - Miami Gardens, FL  
March 2023 to July 2023

- Managed walk-in clients, processed intake sheets, and maintained documentation.
- Assisted tax preparers with client tax-related documents and data.
- Prepared tax information using specialized software for 200+ clients.
- Handled 30+ daily client calls, addressing inquiries effectively.
- Organized tax documents for easy retrieval, improving efficiency.
- Ensured confidentiality and compliance with data protection regulations..

### Executive Assistant

Nigeria Rugby League - Lagos  
October 2018 to August 2022

- Managed communications, scheduled meetings, and arranged travel.
- Assisted in maintaining brand consistency and accuracy in content.
- Conducted research and gathered data for presentations.
- Maintained records, prepared reports, and managed documents.

### **Assistant Classroom Teacher**

National Youth Service Corps (NYSC) - Lagos

January 2016 to December 2017

- Prepared lessons, aided the class teacher, and maintained records.
- Coordinated assembly hours and assisted during examinations.

### Education

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#### **Other; Bootcamp in Cybersecurity**

University of Cincinnati - Ohio

2023 to 2023

#### **Other; Certificate in Sustainable Business Strategy**

Harvard Business School Online - Boston, MA

2023 to 2023

#### **Bachelor's Degree in International Relations**

Achievers University - Ondo

2011 to 2015

### Skills

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- Operating systems (Mac Os / Windows)
- Troubleshooting
- Virtualization
- Compliance management
- NIST standards
- Documentation skills
- Cybersecurity
- Information Security
- Risk management
- Network Security

### Certifications and Licenses

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#### **ISC2 Certified in Cybersecurity**

2023 to Present

In View

#### **CompTIA Security+**

2023 to Present

In View

## Additional Information

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### AREAS OF EXPERTISE

- Cybersecurity Fundamentals
- Incident Response Planning
- Compliance (HIPAA/GDPR)
- NIST Standards
- Risk Management
- Identity and Access Management
- Security Awareness Training
- Malware Analysis
- Network Security
- Documentation

### TECHNICAL SKILLS

- Tools: Nmap, Wireshark, Netstat, Security Incident and Event Management (SIEM) tools - Vulnerability
- Assessment: CVE analysis, vulnerability scanning
- Cryptography: Hashing techniques, cryptographic algorithms
- Operating Systems: Windows, Linux
- Software: MS Office 365, Google Workspace