Benjamin Graydon

Orlando, FL • (850)899-1446 • Bcgraydon@Gmail.com
LinkedIn: linkedin.com/in/benjamin-graydon-3b5562300 • **Portfolio:** bcgraydon.github.io/Benjamin_Graydon

EXECUTIVE SUMMARY

UCF Information Technology student and Marine veteran focused on entry-level IT operations and support. Building practical foundations through coursework and projects in Windows 10/11 and Microsoft 365 administration, Active Directory/Entra ID account tasks, and core networking (VPN/Wi-Fi, DNS/DHCP), plus imaging and peripherals in lab environments. Known for clear, step-by-step documentation, disciplined procedures, and basic PowerShell/log review to triage and escalate issues appropriately. Seeking Help Desk, Desktop Support, or Junior Sysadmin roles to apply structured problem-solving while growing on enterprise tools.

EDUCATION

University of Central Florida, Orlando, FL   **August 2023 – Expected Spring 2026**
Bachelor of Science in Information Technology   GPA: 3.453
Minor in Secure Computing and Networking
Awards: Dean's List, Fall 2024, Spring 2025

PROFESSIONAL EXPERIENCE

United States Marine Corps – Mobile, AL   **October 2020 – April 2025**
Role: (Primary)All-source Intelligence Analyst, (Secondary)Ground Sensor Operator
•Collected, reviewed, and summarized field information; produced concise briefings and kept clear versioned records to support decisions.
•Helped plan and carry out information-gathering tasks; aligned efforts with leadership priorities and improved handoffs with clear instructions.
•Led the operations center (command and control hub), tracking multiple missions at once and maintaining 100% accountability for 40 Marines and high-value equipment; synchronized updates and enforced accurate reporting.
•Prepared and delivered briefings to senior leaders, improving situational awareness and speeding up decision-making.
•Deployed, calibrated, and maintained tactical ground sensor systems; verified power and network links, ran diagnostics, and wrote troubleshooting guides that reduced time to fix issues.

ACADEMIC PROJECTS

Project Hines — WWII Flight Logbook OCR (Python, Tesseract, OpenCV)   **Spring 2025–Present**
• Built a Python pipeline that preprocesses scanned WWII log pages (threshold, de-skew, de-noise) and runs Tesseract for OCR.
• Normalizes OCR output into CSV/Excel with regex parsing and adds confidence scores to support quality checks.
• Flags low-confidence fields for manual review and tracks common error patterns to refine preprocessing.

Personal Portfolio Website — GitHub Pages (HTML/CSS)   **Fall 2025–Present**
• Launched a responsive, accessible 3-page portfolio (resume + two projects) with semantic markup and a minimal, pill-style nav.
• Organized assets, added downloadable PDF, and tuned layout/typography for readability.
• Demonstrates basic web publishing, version control, and content organization.

TECHNICAL SKILLS

- Platforms & Admin: Active Directory / Entra ID (accounts, groups, resets), Microsoft 365 (Exchange, Teams, SharePoint), basic Windows Server admin
- Operating Systems: Windows 10/11, macOS (support), Linux (basic)
- Networking: TCP/IP, DNS, DHCP, VLANs, VPN, NAT, Wi-Fi troubleshooting, LAN/WAN fundamentals
- Security Frameworks: SIEM/IDS/IPS concepts, DLP hygiene, MFA & least-privilege practices, basic cloud security.
- Endpoint & Device Mgmt: Intune/SCCM imaging & policy, BitLocker/recovery keys, printers/peripherals, asset inventory
- Cybersecurity: Threat Analysis, Risk Mitigation, Vulnerability Management
- Tools & Technologies: Wireshark, Cisco Packet Tracer, Event Viewer, Quick Assist/AnyDesk, Excel (PivotTables, XLOOKUP), Git (basic)

ADDITIONAL SKILLS

- Strong analytical and troubleshooting skills; clear, step-by-step documentation
- Ability to adapt quickly to new tools and enterprise environments
- Excellent verbal and written communication with end users and teams
- Team-oriented work ethic; reliable under deadlines; comfortable with tickets/SLAs

ADDITIONAL INFORMATION

Certifications: TestOut IT Fundamentals, Security + (In progress), Network+ (In progress).
Security Clerance: Secret(Current)