

## **Daniel Jin Myoung Kim**

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### **Summary**

I graduated **Master of Cyber security** program to change my career as IT field concentrating on cyber security, IT help desk, or system administrator, and try to get certifications of **CompTIA A+, Network+, or Security+**. Even though it is my beginning of experience in IT field, I am willing to provide my full ability to help and support the company. Business management professional with ten years of experience managing a high volume of accounting, employees, and customer transactions. Problem solver who developed new processes and systems that that increased efficiency and reduced costs. Effective supervisor and team member.

### **Knowledge and Skills**

Administration: Office management, Employee management, Purchasing, Vendor management

**Technology: Phone & Online Support, Software Install, Hardware Configuration, Troubleshooting, Complaint Handling, Virtualization, Nmap, Nessus, Kali Linux, Wireshark, Microsoft Office (Word, Excel, PowerPoint), Bilingual (English and Korean)**

Personal: Dedicated work ethic, excellent attendance record, Strong problem solving, analytical, interpersonal, written, and oral communication skills

### **Core Competencies**

- Fast Learner
- Teamwork Oriented
- Analytical Abilities
- Communication Skills
- Technical Knowledge
- Strong Problem-Solving Skills
- Responsible Person
- Honest and Ethical behavior
- More than 10 years customer service experiences
- Self-Motivation

### **Professional Experience**

**Maryville Cyber Fusion Center, Remote**

**(2019 Mar-2019 May)**

- Performed Footprinting Procedure by using social media, google dorking, Nmap, whois, Kali Linux.
- Conducted vulnerability tests and analyzed problems in a methodical manner.
- Conducted the scanning procedure using Nessus.
- Analyzed and made the recommendation to improve security weakness for the clients.

- Completed the final vulnerability report for the clients.
- Maintained and improved leadership skills by splitting up responsibility for each team members regulating the dispute arising from team members.

### **Acuity Eye Group, Garden Grove, CA**

**(2015 Nov-Present)**

#### **Front & Back Office Staff**

- Describe and educate patients on treatments and testing procedures.
- Document procedure and exam details for proper charges and billing to the patient and insurance company.
- Order medical and office supplies and coordinate restocking of sample medications with vendors.
- Assisted physician in exams and minor surgical and diagnostic procedures.
- Greet and check-in patients, and collect personal, medical, and insurance information.
- Schedule, reschedule, and verify patient appointments; schedule appointments with secondary care providers.
- Use CareCloud software to manage patient records and files; reinforce and uphold patient confidentiality as required by HIPAA and the clinic.
- Coordinate physician schedules and maintain patient flow by communicating patient arrivals or delays.

### **Keystone Furniture, Inc. Los Angeles, CA**

**(2006-2014)**

#### **General Manager**

- 8 years of management experience.
- Great customers and ascertain what each customer want or needs.
- Maintain knowledge of current sales and promotions, policies regarding payment and exchanges, and security practices.
- Compute sales prices, total purchases and receive and process cash and credit payment. Maintain records related to sales.
- Watch for and recognize security risks and thefts and know how to prevent or handle these situations.
- Recommend, select, and help locate or obtain merchandise based on customer needs and desires.
- Describe merchandise and explain use, operation, and care of merchandise to customers. Ticket arrange and display merchandise to promote sales.

### **Delcon Line USA, Inc. Gardena, CA**

**(2004-2006)**

#### **Inbound Manager**

- Prepare invoices or cost quotations for freight transportation.
- Make arrangements with customs brokers facilitate the passage of goods through customs.
- Negotiate shipping rates with freight carriers.

### **Education**

**Maryville University**

**The John E. Simon School of Business, Master of Cyber Security**

- **GPA: 3.93**
- Course Highlights: Controls for Effective Cyber Defense, Network Security, Pen Testing, Mobile Device Hacking and Forensics, Security Log Management and Analysis, Designing and Implementing Cloud Security, Forensics Examination and Analysis, Incident Handling and Breaches, Cyber Fusion Center

**University of southern California**

**Bachelor of Science, Business administration Emphasis on Finance**

**Los Angeles CA, United States of America**

- Dean's List: 2002 Fall and 2003 Spring
- Member of Korean Business Student Organization
- Member of Korean International Student Associates