

Objective

Accomplished project management professional with more than 15 years' experience managing complex projects with emphasis on IT security. Subject matter expertise in privacy and information security risk assessments and policy development. Holds multiple information security certifications and is knowledgeable in data breach and privacy regulations.

Skills

Documentum, Adobe, Customer Service, ISO 9001, EDMS, Share Point, Livelink, Aconex, Quality Assurance, Microsoft Office.

Work Experience

Information Management/Executive

ABC Corporation - May 2014 – April 2015

- Entered all Vendor documents into Wintegrate which internally links into IPIMS.
- Transmitted Vendor data to appropriate disciplines for review and comments .
- Maintained Document files, Compile and Assemble Final Equipment folders for project Disciplines.
- Responsible for unit mail distribution and retrieving mail from the squadron level.
- Ensured necessary forms/publications were readily available and current for unit personnel.
- Assisted with the turn-in process to the Defense Reutilization and Marketing Office (DRMO).
- Acted as the unit inventory manager for all computer equipment.

Information Management

Delta Corporation - 2012 – 2014

- Information Management Managed Database of 50 personnel files Attained Secret Clearance Excellent organizational skills Managed personnels .
- Minneapolis ARS, MN (Honorable Discharge) Provided exceptional customer service on and off the phone.
- Resolved escalated situations in an efficient manner.
- Utilized regular computer use as an integral component of the job.
- Applied strong work ethic and high motivation.
- Performed a variety of communications and information management tasks Staff support, Publishing, Records keeping Administrative communications and .
- Camp Taji, Iraq Information Management Supervisor Created user accounts, work orders and troubleshooting tickets.

Education

associates In Medical Assisting - 2012(Herzing University Online)