# Imani Messina

## Aspiring Cybersecurity Professional

✉ messinaimani@gmail.com  📞 832-609-8536  in linkedin.com/in/imaninessina

## Professional Summary

Detail-oriented and highly organized aspiring cybersecurity professional with hands-on IT experience, strong technical and communication skills, and a passion for protecting digital assets. Experienced in IT support, device management, and network security. Eager to contribute to a forward-thinking organization and grow as a cybersecurity specialist.

## Experience

### IT Intern, Ecosystem Planning and Restoration
June 2024 – Present

- Supporting IT operations for a leading environmental consulting firm.
- Assisting with device management, user support, and troubleshooting for staff.
- Working with Microsoft Intune, Active Directory, and SCCM to manage endpoints and user access.
- Contributing to network security, firewall configuration, and virtual machine management.
- Documenting IT processes and providing technical support to improve team efficiency.
- Gaining hands-on experience with PowerShell scripting and IT automation.

### United Flight Systems, Student Success
2024 – Present

- Utilized data entry and organizational tools to streamline processes and maintain up-to-date student records.
- Coordinated and managed scheduling for student pilots and instructors, demonstrating strong communication and organizational skills.
- Provided support and guidance to students and instructors, fostering a positive and productive learning environment.
- Managed social media platforms and created engaging content to promote the flight school.

### Lambeau's Bar and Grill
2022 – July 2024

- Performed daily data entry of sales transactions into company database, ensuring accuracy and attention to detail.
- Assisted in social media marketing to promote events and engage with customers online.
- Trained and supervised new staff members, demonstrating leadership and communication skills.

### Manager / Server, Tad's Bar and Grill
2019 – 2022 (Manager), 2017 – 2019 (Server)

- **Manager:**
- Created and maintained employee schedules using Microsoft Office products to ensure adequate staffing and optimal shift coverage.
- Developed training handbooks to standardize onboarding and operations.
- Trained and supervised staff, providing feedback and fostering teamwork.
- Conducted social media marketing to promote the business and engage with customers.
- Maintained accurate financial records through daily data entry of deposits and sales.
- Resolved customer issues and maintained high satisfaction through effective communication and problem-solving.

---

# Education

**Associate of Applied Science in Cybersecurity (In Progress)**

Lone Star College

- Relevant Coursework: Computer Basics (Microsoft applications), Cisco IT Essentials

## ✻ Certifications

- CompTIA Security+ (in progress)
- CCNA Cyber Ops (in progress)
- Technical Certifications (in progress)

---

# Skills

- Data Entry and Management
- Strong Communication Skills (verbal and written)
- Customer Service
- Organizational Skills
- Multitasking
- Attention to Detail
- Time Management

- Scheduling Appointments
- Social Media Marketing
- Inventory Management
- Vendor Coordination
- Professionalism
- Problem-Solving Skills
- Team Collaboration

## ⌨ Technical Skills:

- Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)
- Basic Networking (Cisco IT Essentials)
- IT Support and Troubleshooting
- SCCM
- Python
- HTML/CSS
- PowerShell scripting
- Firewall configuration

- Network security
- Virtual Machines

**Languages:**
- English (fluent)
- Spanish (conversational)