

Duke Nguyen

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EDUCATION

Toronto Metropolitan University
Honours B.Sc. in Computer Science (Co-op), CGPA 3.92

Toronto, ON
Sep 2021 – May 2025

CORE COMPETENCIES

Certifications: Associate of ISC2 (CISSP), Certified in Cybersecurity (CC)

Technical Skills: Excel, PowerPoint, PowerBI, VBA Macros, Python (Scikit-learn, Pandas), SQL, PowerShell, Microsoft Defender for Endpoint, ReactJS, jQuery

EXPERIENCE

Cybersecurity and IT Risk Analyst

Jan 2024 – Aug 2024

Royal Bank of Canada (RBC) – Global Asset Management Inc.

Toronto, ON

- Ensured compliance by monitoring the separation of production and development environments and aligning logical access with security policies.
- Conducted system and physical access reviews, including annual application reviews, role recertifications, and managing user app access lifecycle, ensuring security and compliance.
- Developed and enforced access policies, removing unnecessary application access.
- Collaborated with the tech infrastructure team on Print Risk Reports, resolving outstanding issues, and removing unauthorized users.
- Prepared IT risk trend analysis presentations and monthly recommendations for GAM Tech Management meetings.
- Provided auditors with updated ActiveBatch change reports and comprehensive documentation for audit compliance.
- Updated the lifecycle status of outdated applications in IIPM and conducted access reviews for PH&N Data Centres in Vancouver, rectifying unauthorized access.
- Held meetings with senior management for Business Impact Analysis and resolved employee transfer issues by tracking records and addressing auditor queries.

IT Security and Risk Analyst

May 2023 – Dec 2023

City of Brampton Corp

Brampton, ON

- Conducted security incident response and risk mitigation in alignment with ISO 27001, NIST, and CIS Controls.
- Monitored and mitigated corporate device vulnerabilities using Microsoft Defender for Endpoint API and reported on third-party application patches for server endpoints.
- Automated processes using PowerShell scripts, including offboarding tickets in ServiceNow and the removal of Oracle Java to reduce subscription costs.
- Onboarded new employees, managed device configurations, and created detailed device configuration spreadsheets for Defender integration.
- Led a phishing campaign, analyzing and reporting on security trends through Power BI.

Information System Technician

May 2022 – Aug 2022

Ontario Ministry of Natural Resources Corp

Peterborough, ON

- Analyzed and optimized data storage and usage patterns with Advanced Find queries.
- Composed, cleaned, and merged data reports from multiple sources, resolving long-standing issues.
- Scrutinized and streamlined database structures, eliminating unnecessary elements to improve efficiency.
- Addressed a 2016 SharePoint issue by sorting, combining, and cleaning over 500 Comms History Records.
- Ensured MFTIP applicants had complete documentation and examined the 'Physical Data Model' to differentiate elements required for MFTIP versus CLTIP.