

Duke Nguyen

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EDUCATION

Toronto Metropolitan University

Honours Bachelor of Science in Computer Science

Toronto, ON

Sep 2021 – May 2025

EXPERIENCE

Cybersecurity and IT Risk Analyst

RBC Global Asset Management

Jan 2024 – Aug 2024

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 and recommendations for monthly 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- Updated the lifecycle status of outdated applications in IIPM and conducted access reviews for PH&N Data Centres in Vancouver, rectifying unauthorized access.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

City of Brampton

May 2023 – Dec 2023

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

Ontario Ministry of Natural Resources and Forestry

May 2022 – Aug 2022

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.
- Reviewed 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 reviewed the 'Physical Data Model' to differentiate elements required for MFTIP versus CLTIP.

PROJECTS

Managementsimple 2.0

- Developed a cross-browser website with CRUD functionalities for inventory and employee management, using RESTful API web services (mockAPI) and Bootstrap for UI enhancement.

Personal Website

- Managed version control with Git and deployed via GitHub Pages.

TECHNICAL SKILLS

Languages: Java, Python, PostgreSQL, JavaScript, HTML, CSS, Bash

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