

Kaelin Garces

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EDUCATION

Fordham University, New York | New York, NY

Graduation February 2023

M.S. – Cybersecurity

Cumulative GPA: 3.75

Coursework: Network Essentials, Cybersecurity Essentials, Information Security and Ethics, Cyber: Tech, Policy. & Law, Intelligence in Cybersecurity, Penetration Testing, Capstone in Cybersecurity, Intrusion Detection, Forensic Computing, Incident Response and Risk Management, Computer Forensics

St. Francis College, New York | Brooklyn, NY

Graduation June 2018

B.A. - Communications, Minor in Information Technology

Cumulative GPA: 3.50

SKILLS & TECHNICAL TOOLS

Languages: Python, HTML/CSS, AutoHotKey, Selenium, Powershell, Unraid

Technologies: Windows OS, Kali Linux, NIST, Cloud Computing, Incident Response, Interaction CRM, Sitecore CMS, Vuture, Networking, Foundation, General Computer Hardware, WordPress, Microsoft Office Suite

EXPERIENCE

Marketing Technology Coordinator | Debevoise & Plimpton

Mar 2018 - Present

- Promoted from Temp to Marketing Technology Coordinator in March of 2020.
- Create email distributions using a combination of Vuture, custom HTML/CSS, and linked Interaction CRM mailing lists which are distributed to upwards of 10k clients
- Maintain CRM databases such as Interaction, Sitecore, iManage, and Foundation
- Lead and manage all aspects of technical SEO strategy and implementation for the law firm's digital assets, ensuring optimal search engine visibility and performance resulting in an average 32% increase in organic google search traffic.
- Develop and deliver training advanced system features within Foundation, Sitecore, Vuture and Interaction, producing documentation and tutorials for processes, policies, and system configuration

PC Technician | Self Employed

Jan 2016 - Present

- Built and configured over 30 new PC's for first time use
- Determine problems and correct issues through advanced troubleshooting steps on Windows machines including but not limited to replacement of failing hardware; malware, spyware, adware, bloatware, and corrupted data cleaning; data recovery from inoperable machines
- Successfully restoring multiple computers to a function operating state as well as configuring backups for the future
- Troubleshooting problems through 1-1 consultations and team viewer sessions

STEM Teacher | Makerstate

June 2015 - June 2016

- Implement effective teaching strategies that support students' understanding and engagement with STEM concepts
- Assess students' progress and provide regular feedback to students and parents/guardians
- Maintain a safe and inclusive learning environment that promotes creativity, critical thinking, and problem-solving skills
- Collaborate with program staff and parents/guardians to support student learning and development.

Certifications

- AWS Certified Cloud Practitioner – Certified September 2023
- CompTIA Security + (Tentative October 15th)