

Leslie Talbert

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Professional Summary

Detail-oriented professional with strong analytical and problem-solving skills, transitioning into cybersecurity. Experienced in data entry, inventory management, and maintaining privacy compliance. Adept at handling sensitive information, ensuring accuracy, and leveraging technical skills to improve operational efficiency. Seeking to apply my skills in a cybersecurity role focused on data protection and risk management.

Skills & Competencies

- Data Entry & Management
 - Inventory Control & Asset Management
 - Privacy & Confidentiality Compliance
 - Customer Service & Communication
 - Computer Literacy & Typing (90+ WPM)
 - Cash Handling & Financial Transactions
 - Shift & Team Management
 - Problem-Solving & Critical Thinking
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Education

Cybersecurity Course (In Progress)

Merit America – March 2025 – Present

GED Completion

Haysville Public Library, Haysville, KS – 2002

Professional Experience

*Cannabis Guide***TruManagement, LLC – Clarksville, AR**

May 2024 – January 2025

- Ensured compliance with privacy regulations when handling patient information.
- Managed and secured inventory, reducing discrepancies and ensuring accuracy.
- Processed transactions with strict confidentiality and attention to detail.

Cannabis Guide

Enlightened – Clarksville, AR

August 2021 – May 2024

- Maintained strict privacy protocols when handling patient data.
- Implemented accurate inventory tracking processes, reducing errors.
- Provided excellent customer service while managing financial transactions.

Shift Manager

Taco Bell/K-Mac Enterprise – Clarksville, AR

March 2017 – September 2020

- Led teams of up to five employees, ensuring efficiency and security in operations.
- Maintained financial accuracy in handling registers, safes, and transactions.
- Developed problem-solving skills through fast-paced decision-making and leadership.

Sales Associate

Dollar General – Clarksville, AR

September 2014 – March 2017

- Managed inventory and ensured proper stocking to prevent shrinkage.
- Handled financial transactions securely and accurately.
- Provided excellent customer service while upholding security protocols.

Certifications & Training

- Foundations of Cybersecurity – Coursera/Google Certificate

Technical Skills & Interests

- Cybersecurity Fundamentals & Best Practices
- Data Privacy & Protection
- Risk Management & Security Awareness
- IT & Network Security (Beginner-Level)

Portfolio

LTalbert86.github.io/Cyber-Portfolio

If you have any additional details or achievements you'd like to include, let me know!