Elizabeth Tipper

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Personal Profile

Experienced administrative and billing professional transitioning into cybersecurity, with a solid foundation in data protection and workflow management. Currently pursuing a BSc (Hons) in Computer Science with Cyber Security, gaining hands-on experience in network security, ethical hacking, and programming. Known for being highly organised, detail-oriented, and tech-savvy, with a commitment to system integrity and secure operations. Adept at delivering reliable solutions while ensuring compliance and improving efficiency.

Education

University of Brighton – *BSc (Hons) Computer Science with Cyber Security*
Sept 2023 – Present
Modules include: Network Security, Cryptography, Programming (Python, Java), Database Management, Ethical Hacking

Access to Higher Education – Computer Science (Distinction)
Sept 2022 – July 2023

AAT Foundation Certificate in Accounting (Level 2)
Jan 2017 – Nov 2017

Professional Experience

Billing Clerk
Hilton-Baird Financial Solutions | Aug 2022 – Present

- Oversaw accurate billing using SAGE, minimising discrepancies and ensuring financial data security.

- Monitored client accounts, improving payment tracking and reducing revenue delays.

- Collaborated with teams to uphold financial system integrity and regulatory compliance.

PA to the Managing Director

Hilton-Baird Financial Solutions | Apr 2018 – Aug 2022

- Managed executive calendars while safeguarding confidential communications.

- Maintained accurate client records using CRM systems in line with GDPR.

- Produced detailed reports and presentations to support strategic decisions.

Team Support & Development Officer

Brighton & Hove City Council | Aug 2005 – Apr 2018

- Implemented secure digital record-keeping for Land Charges, enhancing data access and accuracy.

- Coordinated with IT to manage system upgrades and resolve technical issues.

- Ensured legal compliance in data handling and safety protocols.

Key Skills

- **Cybersecurity:** Network security, cryptography, incident response, risk analysis

- **Programming:** Proficient in Python and Java; secure application development

- **Data Security:** GDPR compliance, secure data management, process auditing

- **Technical Tools:** MS Office (Excel, Word, PowerPoint, Outlook), SAGE 50, CRM platforms

- **Project Management:** Workflow organisation, deadline coordination, system improvements

- **Communication:** Strong stakeholder liaison, secure team collaboration

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Training & Certifications

- MS Office Suite

- SAGE 50 Accounts & Payroll

- Bookkeeping Level 2

- Event Management and HR Essentials

- Business Accounts and Marketing

References available upon request.