

INFORMATION TECHNOLOGY SPECIALIST (INFOSEC)

Summary

Retired Information Assurance Systems Security Certification Specialist responsible for managing and monitoring information systems and network security, and information systems security programs in support of the Information Security/Information Assurance mission for U.S. Army Medical Command and Defense Health Agency. Also, served as a clerk typist and secretary.

Highlights

- Self-directed
- Results-oriented
- Time management
- Strong interpersonal skills
- Dedicated team player
- Labor relations

Accomplishments

Increased office organization by developing more efficient filing system and customer database protocols.

Experience

INFORMATION TECHNOLOGY SPECIALIST (INFOSEC) 01/2012 to 11/2015 Company Name City , State

- Interpreted scan results, implemented corrective action, and prepared reports of findings in support of the network infrastructure.
- Worked in coordination with Army Cyber Command and Regional Computer Emergency Response (Army Cyber and RCERT) to support Computer Networks Attacks (CNA) and Computer Network Defense (CND) efforts.

Chief Steward 01/2000 to 01/2012 Company Name City , State

- Defended the interest of the federal employees at Fort Sam Houston, TX.
- Assigned cases to stewards based on their skill sets
- Managed the receptionist area, including greeting visitors and responding to telephone and in-person requests for information.
- Prepared employee's rebuttal to grievances.
- Organized files, developed spreadsheets, faxed reports and scanned documents.
- Participated in arbitrations, mediations, and Alternate dispute resolutions.

Education

Associate of Science : Business Administration 1980 Richard Bland College City , State Business Administration

Skills

Excellent attention to detail

Fast Learner

Ability to work under pressure

Excellent problem-solving abilities