

# ROBERT SMITH

## Information Security Analyst I

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### SUMMARY

A very well organized, versatile and well-rounded Information Security Analyst with a mix of Business, Higher Education and DOD contracts making up my 12 years of IT background. An experienced leader able to motivate, supervise and develop teams and individuals to attain both individual and group goals. Excellent communication and analytical skills combined with thoroughness and attention to detail have served me well in my management of small projects.

### SKILLS

Oracle SQL, Microsoft SQL Server, Active Directory, Oracle Identity Manager, VMware, Cognos, Microsoft Office Suite, MS Project; MS Visio

### WORK EXPERIENCE

#### Information Security Analyst I

Tracfone Wireless - October 2004 – December 2015

- Participated in information security projects with the goal of performing them on-time, on budget and with the highest quality standards.
- Ensured that new Tracfone initiatives/projects and Business Change Requests (BCRs) were evaluated for their security impact and that proper security requirements and guidance were provided to maintain the companys security posture.
- Directly involved in the implementation, daily maintenance, and troubleshooting of Tracfones identity management solution (Oracle Identity Manager).
- Represented directed the provisioning of users to several applications and evaluated roles for provisioning and produced entitlement reports for periodic review.
- Represented as the information security group as the information security and technical subject matter expert in meetings with business owners, technical groups, and outside vendors.
- Ensured that SOX controls pertaining to the information security group were consistently executed to ensure compliance.
- Assisted in the development and maintenance of information security policies procedures as necessary to address technology changes, business needs, and evolving security threats.

#### Information Security Analyst

ABC Corp - 2003 – 2004

- Developed new and or modified existing security controls, processes, policies, and procedures in accordance with changes in laws or regulations.
- Performed regular security assessments of internal processes and systems.
- Recommended mitigating actions and identified potential areas where information security policies and procedures required to change or where new ones needed to be developed.

- Worked with other departments to define role-based access controls, segregation of duties, and implement secured business processes.
- Planned, designed, documented, implemented, and administrated security controls which safeguarded access to information technology services while minimizing the impact to users.
- Supervised a team of 10 first level technicians and 5 desktop support technicians supporting over 800 users for issues pertaining to network level support, WAN, LAN Connectivity, Routers, Firewalls, Active Directory, DNS, and Security.
- Responsible for the improvement of answer rates and resolution rates within 1st year.

## SCHOLASTICS

- Bachelor Of Science - 2002 (Montclair State University - Montclair, NJ )