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Objective

Seeking a cybersecurity position where I can leverage my project management skills and education in cybersecurity from Bowie State University to contribute to the organization's security initiatives.

Education

Bowie State University
Bachelor's in Cybersecurity (Currently Pursuing)
- Relevant coursework: Network Security, Ethical Hacking, Cybersecurity Fundamentals, Information Assurance, and Risk Management

Related Work Experience

Engel & Völkers America
Advisor
Washington, DC
2015 - Present

- Contacted potential buyers via telephone and email to set up appointments
- Input and updated contact information using zipforms
- Coordinated scheduling between clients and title companies
- Utilized various databases to provide clients with customized home options
- Led negotiations and advised clients on suitable courses of action

Global Street Development
Assistant Project Manager
Washington, DC
2013 - 2019

- Expedited permitting with DCRA, ensuring timely project progression
- Collaborated with subcontractors to align project objectives and timelines
- Coordinated deliverables and managed project tasks efficiently, ensuring deadlines were met
- Implemented project management best practices, including risk management and resource allocation

- Utilized project management tools to track project progress and ensure adherence to timelines

Site Manager

- Monitored labor, building materials, and equipment budgets on a weekly basis to maintain cost efficiency
- Supervised on-site construction work, ensuring adherence to project plans and schedules
- Reported and resolved any concerns impacting project cost and time estimates
- Ensured compliance with construction industry safety regulations, maintaining a safe work environment

Administrative Assistant

- Analyzed local and federal housing programs to identify new development opportunities
- Conducted site analyses and secured site control for new projects
- Developed and maintained effective relationships with internal teams and external partners
- Completed documentation for real estate transactions, ensuring accuracy and compliance
- Scheduled appointments and coordinated logistics for open houses and final walkthroughs

Construction Laborer

- Prepared construction sites, materials, and tools, ensuring readiness for projects
- Loaded and unloaded materials, tools, and equipment efficiently
- Removed debris, garbage, and hazardous materials from sites, maintaining a safe work environment
- Assembled and dismantled barricades, temporary structures, and scaffolding
- Assisted contractors, including electricians, plumbers, and painters, in various tasks
- Supported the transport and operation of heavy machinery and equipment
- Mixed, poured, and leveled concrete with precision and adherence to specifications

Cybersecurity Skills

- Network Security: Understanding of network protocols, firewalls, and intrusion detection/prevention systems
- Ethical Hacking: Familiarity with penetration testing tools and methodologies
- Information Assurance: Knowledge of ensuring data integrity, availability, and confidentiality
- Risk Management: Ability to identify, assess, and mitigate risks to information systems

- Cybersecurity Tools: Experience with tools such as Wireshark, Metasploit, and Nessus
- Incident Response: Basic knowledge of responding to security breaches and mitigating damage

Project Management Skills

- Coordination and Planning: Efficiently managed project deliverables and timelines, ensuring all tasks were completed on schedule
- Resource Management: Allocated resources effectively to optimize project outcomes
- Risk Management: Identified potential project risks and implemented mitigation strategies
- Communication: Maintained clear and consistent communication with stakeholders to ensure project alignment and success
- Budget Management: Monitored and controlled project budgets to avoid cost overruns

Professional Development

- Ongoing coursework and projects in cybersecurity at Bowie State University
- Practical experience with project management, coordination, and supervision

References

Available upon request.