**MARCUS ROBINSON**

Dumfries, VA 22026| (571) 660-0617 | marcusirobinson@ymail.com

**PROFESSIONAL SUMMARY**

United States Air Force Veteran leveraging more than 10+ years of proven experience in operations, information technology and data management with the DOD landscape. Interacted and collaborated with multiple levels of management and diverse cultural audiences. Managed projects, programs, and assets valued at more than $30M. Conducted regular backups of critical data and implemented disaster recovery protocols, minimizing the risk of data loss, and ensuring business continuity in case of emergencies. Possess a comprehensive background in technical support, information security, troubleshooting, leadership, collaboration, project planning, risk management, software, hardware, data analysis, and process improvement. Participated in IT projects, such as software upgrades and system migrations, by performing tasks like data migration, implementing access controls, ensuring smooth transitions with minimal disruptions. Provided user training and documentation for new software applications and systems, empowering employees to effectively utilize technology resources and enhance their productivity. Career supported by a Bachelor of Arts in Business Administration and an **Active Top-Secret, SCI Security Clearance.**

* Help Desk Software
* Technical Support
* Security Patching
* Systems Integration Testing
* Data Analysis
* Software Installation
* Information Security
* Network Security
* Security Threat Analysis

**EDUCATION | CERTIFICATIONS**

**Bachelor (B.S.), Cybersecurity & Information Assurance** | Western Governors University (Virtual)| Expected 2025

**Cybersecurity & Information Security Specialist** | Virginia Career Solutions (McLean)| 2024

*Certification Training in: CompTIA A+, Net+, Sec+, CySA+ & Certified Ethical Hacking*

**Bachelor of Arts (B.A.), Business Management** | University of Baltimore | 2021

**Security+ Certification** | CompTIA | Expected August 2024

**CySA+ Certification** | CompTIA | Expected August 2024

**Certified in Cybersecurity Certification** | ISC2 | 2024

**Google Cybersecurity Certificate** | Google | 2024

**TECHNICAL COMPETENCIES**

**Software:** Microsoft Azure, Splunk, Google Enterprise, Wireshark, NMAP, OpenVAS

**Networking**: LAN, WAN, VPN, Switches, Routers, Firewalls

**Processes:** FISMA, NIST Framework 2.0, GDPR, BCPs, PII Management, Change Management

**Operating Systems:** Kali/Ubuntu Linux, Mac OS 10.5-10.14, Windows Server 2019, Windows 10 & 11

**PROFESSIONAL EXPERIENCE**

**SAIC | Arlington, VA 2022 – Present**

**Project Coordinator (2023 – Present)**

Provided technical and administrative support to the Chief Investments Officer (CIO), Chief Financial Officer (CF), and support staff. Led the Operations Management contract support team and oversaw the process change from NIPR to DIU network by the Office of Strategic Capital (OSC) personnel.

* Deployed Google Enterprise service to the personnel under OSC with NIPR accounts, and configured access privileges and segmented drives according to customer needs.
* Configured Global Protect VPN on BYOD and CISCO AnyConnect on COBO devices.
* Set-up ServiceNow ticketing system between OSC (client) and DIU (account managers) to allow for troubleshooting and adding extensions within Google Enterprise.
* Provided weekly status reports of accounts, accesses and licenses in use in compliance with CFO Budget restrictions.
* Examined, analyzed, and identified data required for use in the management and direction of programs that affect change within the division.
* Reviewed, analyzed, and evaluated data on functions and processes to ensure that the work being performed is essential and contributed to remote employees and off-site offices.
* Developed reports, tools, and dashboards using large databases to directly support the decision making, project management, and reporting needs of the facility.
* Served as Project Manager for Security Assessment Tracker ensuring systems compliance by deadlines.
* Instructed staff members in the proper use of in the proper use of information management tools in compliance with policy, regulations, and best practices.
* Conducted training sessions on the assessment tracker and collaborate with other DoD organizations, such as DISA, CISA, DARPA and OUSD R&E

**MARCUS ROBINSON | PG. 2**

**Staff Officer (2022 – 2023)**

Oversaw office support to the IG career Services Manager (GS-15), Assistant IG Chief of Staff, Deputy AIG (Plans & Programs) and Program Officers in planning and implementing programmatic procedures. Used NGA systems (PeopleSoft/N-Certs) and SharePoint to support recruiting and hiring.

* Scheduled current and future position requirements to ensure recruiting is appropriately focused and timely to produce high quality candidate pools.
* Provided Monthly Status Reports to AIG and Program officers on their respective programs.
* Maintained the content of the Talent Acquisition website to include posting and updating recruitment and updated recruiting and hiring information.
* Coordinated, collected, screened, and disseminating HR materials in accordance with the facial year implementation Plan associated under account management and pipeline management.

**Project Analyst (2022 – 2022)**

Performed tasks involving the gathering, analyzing, and compiling data and information from tasks including defense systems, competitors’ strategy, and network vulnerability.

* Assisted the government in the data collection and analysis of OUSD requirements and programmatic resources and personnel data.
* Uploaded, downloaded, edited, and maintained controlled unclassified and classified documents and material on Intel Docs SharePoint
* Attend weekly project assessment meetings, assisted in identifying project solutions, and prepared weekly and montly status reports on programmatic updates.
* Processed DD 2875 for SAAR for NIPR, SIPR (classified) and JWICS (SCI classified) accounts ensuring no security violations occur.

**United States Army Corps of Engineers, GRL | Alexandria, VA 2020 – 2022**

**Administrative Officer (GS-10)**

Served as Team Leader for the Laboratory’s four Management Assistants, providing onboarding training, specialized training, and continuing development.

* Coordinated monthly program in-process reviews and quality division meetings by reserving and setting up conference rooms; Prepared audio equipment, PowerPoints, and computer/visual requirements.
* Tracked Army assets and inventory in Microsoft Access and Sharepoint, provided status reports to Director and Deputy Directors.
* Implemented bi-annual training coordinating program staff and financial management staff; Gave briefings on newly implemented process and changes using PowerPoint and Visio.
* Led the Professional Development Team in consolidating and streamlining GRL SOPs in SharePoint and implemented division wide use of E-PAS, and automated SITREPs via SharePoint system.
* Advised and provided technical resources to technical directors on accounting and financial management matters using CEFMS II (Corp of Engineers ERP Software).

**United States Department of Agriculture | Beltsville, MD 2018 – 2020**

**Program Support Assistant (GS07)**

Prepared spreadsheets, personnel actions, correspondence, preparing, and coordinated international and domestic travel, acquisition, inventory reporting via SharePoint, and related documents.

* Provided timekeeper support (WebTA) and ensured timesheets are correct and validated on time, approve, and deny leave requests.
* Assisted with the coordination of research programs by doing data queries from databases to help capture, process, and organize data and tasks.
* Assisted the ARS Help Desk by providing on-site support to office personnel in configuring company owned iPhones with MDM and VPN software according to company guidelines.

**National Science Foundation | Arlington, VA 2016 – 2017**

**Program Assistant (GS07)**

Provided administrative support to the entire program including Division Director, Deputy Director, and Program Directors by managing calendars and travel requests.

* Used office automation to accomplish clerical, statistical, and data query tasks in support of the administrative work of the assigned work area (MyNSF, PARS, Fastlane, etc.)
* Prepared budgets for proposal awards using eJacket and produced ad-hoc reports for managers by doing data queries from various databases.

**United States Air Force | Worldwide 2010 - 2015**

**Physical Security Specialist**

* Secured US military installations stateside and abroad by processing visitors, contractors, and foreign nationals through access points and visitor control centers.
* Ensured posts/gates were secured according to special security instructions, issued and vetted restricted area badges as required.
* Monitored & performed function tests on intrusion detection & communication systems, accounted for classified material.
* Responded to security incidents, threats to resources and personnel.
* Acted as records custodian and asset manager, tracked equipment in Microsoft Access and provided monthly assent report to Security Managers and Section Chiefs.
* Protected PII and ensured unit INFOSEC and OPSEC by sending out monthly training reminders.
* Processed authorized individuals onto installations via NCIC/CJIS
* Issued credentials for proper accesses via DBIDS and managed daily DBIDS inventory.
* Ensured 100% accountability of visitor and badge log.