

## **Daniel Jose Soto**

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Information Security Technician | Information Security and Personnel Security Manager | Human Resources Specialist | Communications System Operator

Communications Security Specialist with experience utilizing, maintaining, and accounting for cryptographic assets both inside and outside military operations. Respected leader with excellent communication skills and experience training highly motivated professionals focused on achieving goals in a dynamic, fast-paced environment.

- Active Secret Security Clearance
- Proficient in Microsoft Office (Word, Excel, Power Point and Outlook)
- Critical Thinking
- Record Keeping
- Teamwork and Collaboration
- Attention to Detail
- Policy Implementation

### **Professional Experience**

United States Marine Corps

April 2016 – September 2023

Information Security Technician

September 2022 – September 2023

- Assisted in day-to-day cryptographic account management and safeguarding the organization's cryptographic database.
- Performed maintenance functions and maintain 100% accountability of over 200 cryptographic hardware and software assets valued at over \$20M.
- Administrated over 200 transactions for cryptographic software and hardware issuance and maintenance functions between the organization account and subordinate teams.
- Conducted audits and inspections of subordinate teams ensuring policies and procedures are adhered to and assets are accounted for with 100% accountability.
- Conducted record keeping in accordance with policies and procedures set forth by the organization.
- Awarded Navy and Marine Corps Achievement Medal for exceptional teamwork, mission accomplishment and performance of duties as an Information Security Technician.

Information Security and Personnel Security Manager

August 2021 – September 2022

- Collected necessary employee data to grant them access to the organization's information systems.
- Coordinated with information system administrators to facilitate activation of employees' functions and permissions within their respective information system.
- Safeguarded access to the organization's information systems and the sensitive information of over 150 employees within the organization.
- Awarded Good Conduct Medal for consistent upstanding, moral, and ethical conduct as an Information Security and Personnel Security Manager and as a Marine.

#### Human Resources Specialist

April 2020 – August 2021

- Planned and executed quarterly training events for over 200 employees spanning 6 diverse teams.
- Led a cross-functional team of instructors to train over 20 newly promoted employees on the expectations, requirements, and duties of their new role within the organization.
- Accomplished measurable results in increasing team readiness and cohesiveness across the organization resulting in consistent quarterly increases in the medical wellbeing of employees, equipment accountability, handling and maintenance, and specialized training completion by over 10% across the board and 94% minimum combined readiness annually.
- Awarded Navy and Marine Corps Achievement Medal for exceptional performance of duties as a Human Resources Specialist.

#### Communications System Operator, Camp Pendleton, California

April 2016 – April 2020

- Utilized, maintained, and accounted for over 500 cryptographic hardware and software assets valued at over \$6M during military operations.
- Trained diverse teams amounting to over 200 employees with various professional backgrounds in the use of cryptographic hardware to meet organization objectives.
- Led teams of over 20 communication system operators in training, measurably enhancing the organization's readiness and efficiency.
- Awarded Navy and Marine Corps Achievement Medal for exceptional leadership and performance of duties as a Communications System Operator.
- Awarded Certificate of Commendation for impactful Communications System support provided during a military operation.
- Awarded Good Conduct Medal for consistent upstanding, moral, and ethical conduct as a Communications System Operator and as a Marine.

#### **Education**

- Full Stack Java and C# Software Developer Bootcamp (We Can Code It), 2023-2024
- Key Management Infrastructure Account Management course (United States Marine Corps), 2022
- Fitness Instructor (United States Marine Corps Force Fitness Program), 2022
- Leadership Seminar and a supplemental course on Leadership (United States Marine Corps), 2017 - 2021

#### **Volunteer Service**

##### Youth Soccer Coach

July 2020 – September 2020

##### Marine Corps Community Services, MCAS Iwakuni, Japan

- Taught over 20 youth sports athletes, ages 6-12, foundational soccer skills.
- Awarded Letter of Appreciation for coaching and mentoring the Youth Soccer Team.