

IT Security GRC Analyst IT Security GRC Analyst IT Security GRC Analyst - Erie Insurance Group
Erie, PA Passionate in process improvement and risk assurance with experience in IT and business environment. Worked as an associate information technology analyst, rotating through several different areas of IT. Currently supports activities associated with business process engineering and Information Security Programs; performing information assurance activities, security awareness & training, policies, standards, compliance, third-party oversight. Exposure to developing and maturing Enterprise Technology Risk Management Metrics and Information Security Risk Management space. Authorized to work in the US for any employer Work Experience IT Security GRC Analyst Erie Insurance Group May 2016 to Present Managed the creation, review and approval of IT standards, processes, and procedures. Developed knowledge base articles for all security standards for enterprise use Developed and facilitated changes to policy standard exception process Performed quality reviews of SOX 302 IT General Controls. Facilitated continuous quarterly attestation of control related functions for IT. Updated process flowcharts, narratives, control metrics and other additional Information Security related projects Recognized, identified, and escalated compliance or security related risks to appropriate management level to engage risk mitigation Coordinated security awareness training of internal employees and contractors. Tracked Employee and contractors' training rollout; ensured consistency with Compliance processes. Documented lessons learned Participated in weekly management cross functional collaborative meetings to review initiatives, identify complimentary work efforts and identify roadblocks for managing enterprise risk. Applied working knowledge of COSO and SOX 302/404; IT general controls; NIST CSF, NIST RMF, HIPPA to daily GRC activities, PCI/DSS IT Business Process Analyst Assisted with the facilitation of Commercial Liability and Litigation engagement; facilitated a session of 12-15 branch supervisors and managers Conducted 80 in-depth phone interviews of Commercial Liability and Litigation supervisors; leveraged on outputs to identify areas for process gains and efficiencies Identified areas of differences between Enterprise branch supervisors within the Commercial Liability and Litigation department. Built out the foundation of future needs; developed key findings with recommendations to the stakeholders

impacted Assisted with the implementation and migration of workflows requests into ServiceNow
 cloud application Business Support Analyst/ Quality Analyst/ Reporting Analyst IT Commercial Auto
 June 2015 to June 2016 Assisted with testing business requirements for a new business
 application system Conducted analysis of major incident calls of supported business applications
 Cybersonics Marketing Coordinator - International Markets 06/2015 -06/2016 Managed,
 designed, and wrote company website. Scheduled professional photoshoots of managers, staff, and
 products Improved the design of company logo; designed new product logo Coordinated
 marketing efforts for an international tradeshow. Developed the marketing content; ensured product
 content and designed were approved and delivered to tradeshow venue on time Coordinated
 travel plans for CEO and design engineers to attend tradeshow Maintained and developed
 relationships with new vendor partner in India Conducted business development for new
 international market Assisted developing a business plan for patented product Qualification/
 Skills and Competencies Potential Masters in Cyber and Information Security (MCIS) Candidate at
 Capitol Technology University Working knowledge of; IT business processes, COBIT 5 framework,
 ITIL, Six Sigma, SOX 302/404, Project Management Life cycles, Project Development life cycle,
 Insurance industry Knowledge of Governance, Compliance, Risk Management, Regulatory
 management, Information Security Knowledge of Agile Methodology, Business Process
 Improvement, Change Management and SAP - HANA. Oracle certified Experience working in
 Insurance Industry Experience in manufacturing industry; Medical Device with exposure to ISO
 13485 Some coding skills for data extraction; SQL, access database management, and scripting
 Currently training myself with Python Education Bachelor's in MIS Penn State University, The
 Behrend College August 2014 to May 2016 Bachelor's MKTG & Hospitality Management-Penn
 State University July 2007 to August 2012 Additional Information Interpersonal skills Written
 communication skills, Verbal communication skills Attention to detail, Adaptability

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