

Project Coordinator Project Coordinator Charlotte, NC Work Experience Project Coordinator Wells Fargo - Charlotte, NC April 2014 to Present Responsibilities Responsibilities: o Coordinate on-boarding of New Contractors working on the PRIV Access Rem Project within both the Windows/Unix groups o Coordinate interview times between managers & staffing agency o Coordinate start dates: first day, tour, work location/setup, equipment, support, issuing hardware, log-on and access IDs, & job training o Discuss team policies, process, remote access guidelines, WFH, Time off, sick days, weekly work hours , holidays and time sheet submissions (varies by team and resource type) o Gather PII information from staffing agency for each new resource, forward to management for implementation into HR o Verify resource is in all necessary systems to start request of all necessary tools to perform job role o Request, receive and coordinate onsite access for each individual, get temp badge/perm badge o Created documentation for each role that entails, hardware, requirements (accounts), site access, tools o Coordinate with each department to obtain all required needs for each role/team member in an efficient timeframe o Keeping track of orders for all hardware, services, and supplies (push over to PMs for budgeting) o Moving large groups of people and requesting new space o Coordinate Off boarding within PRIV Access Remediation Project within both the Windows/Unix Groups o Submit request for AD deactivation, tokens, badge, & all domain access removals o Coordinate the pickup or gathering of all equipment o Escort resource from property o Document and support in backfilling replacements o Setup/Coordinate all large functions for the team and teams within the project o Continue to keep the correspondence between each resource, site/off-site management and staffing agency opened o Work with HR within staffing agency to get the proper information to resources & follow-up with background check approvals o Organize all processes, procedures o Adding to/creating new processes for each group o Coordinate meeting, status updates, documentation, lags in the process, new ideas, etc with Managers. ISO, Procurement, HR, PMs, Admin, Technicians, Accounting, Consulting agency, group team members o Working with each member to establish baselines, noticeable/preventable occurrences (that may cause a disruption in flow) from past on-boarding o Verifying all application installs, hardware orders, etc, & timelines are met to allow for no downtime once a new hire starts o

Liaison for both the consulting agency, each team member, on-boarding managers and new hires o  
 Keeping information flow going to allow for more business within Wells and the consulting agency o  
 Assist all managers on the project with all other needs referencing Full Time staff, hardware orders,  
 shipping orders, etc Tools: o Wanda (WOW) Orders for hardware, software, o ART (Request  
 Group access/Folder access) o SharePoint o EPAR (Badge Activation Request Software) o Other  
 proprietary software Skills Used Analytical Organizational Documentation Creativity  
 Coordination Communicative Follow up Skills Information Security Analyst General Dynamics  
 Information Technology - Newton, NC December 2012 to April 2014 Responsibilities o Monitor a  
 multinational network for instances of possible network security issues. (IPS, AV, Logging, Scan  
 Reports) o Ensure compliance with Company Information Security Policies and practices, along  
 with all regulatory requirements. o Designed & implemented processes for the identification or  
 timely removal of unauthorized software within the infrastructure. o Provide Information Security  
 guidance to entire business as needed. o Serve as first level responder for potential security  
 incidents, also working with staff on proper documentation of incident reports & notable events. o  
 Provide remediation support for monthly patch & vulnerability scan indentified issues. o Coordinate  
 with technicians/staff on the review of implementation of Indicators of Compromise . o Active  
 member of the Enterprise Change Control Board, providing technician s feedback from an  
 Information Security perspective. o Analyze proposed technical implementations for potential  
 security risks & assisting with Variance request as needed. (VRs, Site Reviews, RA, eSAC) o  
 Responsible for directing workflow to other personnel that do not report to me directly. o Monitor  
 and mitigate company policy compliance across enterprise. Tools: o ISS Proventia (IDS/IPS) o  
 Symantec Endpoint Protection v12 o Iron Port (Email Gateway) o Trackit (Helpdesk System) o  
 Hyena o Slam (Change Request Manager) o Document Manager (Stores/Creates Company Policy  
 Doc & Procedures) o Kace (Inventory) o Web Investigative Sites (Virus Total, Trusted Sources,  
 Domain Tools) Accomplishments Security + Skills Used Analytical Organizational Indepth  
 Detail Orientation Documentation Communication IT Technician Rogers Builders - Charlotte, NC  
 May 2012 to September 2012 Responsibilities Desktop, laptop, iPhone, iPad, application and

network support. Windows 7 upgrades. Server Administrator Electric Power Research Institute - Charlotte, NC September 2011 to May 2012 Responsibilities Server admin, documentation, patching, windows 7 upgrades, user desktops support, backups, tivoli storage manager admin for client side. McAfee updates. Education Security + in Information Security Pearson Vue - Charlotte, NC 2014 to 2017 AAS in Information Security Central Piedmont - Charlotte, NC 2007 to 2012 AAS in Network Administration Central Piedmont - Charlotte, NC 2005 to 2012 Skills Team driven, documentation, organized, knowledge sharing, Proactive, creative. Additional Information Pursuing CCNA Summer 2016

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