

Project Analyst Project Analyst Project Analyst at Davis and Associates, Consumer Finance Protection Bureau (CFPB) Germantown, MD Secret Clearance with DOD based on NACLC BI (Background Investigation) in progress User Security Administration Physical Security Data Entry, Typing 40 wpm Good reasoning and analytical skills Ability to multitask and work in a fast paced environment Excellent written and verbal communication skills Computer skills such as MS-Office, VPN, Active Directory, IdM, Outlook, e-QIP, and PIPS Work Experience Project Analyst Davis and Associates, Consumer Finance Protection Bureau (CFPB) - Washington, DC July 2011 to March 2012 Creating and maintaining employee security documentation in accordance with government and agency guidelines Processing standard and investigative forms to support access to the Central Verification System (CVS) and the Personnel Investigations Processing System (PIPS) to determine suitability of applicant Processing proper documentation to obtain new industrial clearance through the electronic questionnaire for investigation processing (EQIP) Processing requests for reinstatement of clearances Processing periodic re-investigations every 5 years and 10 years as applicable Validating appropriate identity documentation and authenticity of documents Create and maintain spreadsheets for tracking purposes for different personnel security programs Obtain slap and rolled images of Applicant's fingerprints using the fingerprint scanner Verifying that Applicant's fingerprints can be matched to the scanned images that will be used to create the biometric template Taking the Applicant's photograph Computer Support Technician Johns Hopkins University Applied Physics Lab - Laurel, MD September 2010 to May 2011 Disassemble and reassemble computers in preparation for office moves Utilize ticketing system to review and prioritize daily requests Collect appropriate equipment and prepare for movement to designated location Collaborated with move team to ensure equipment was moved successfully Set up equipment and ensure software applications are running correctly after computer setup Worked closely with users to troubleshoot issues and answer questions Resolved issues and updated resolutions in tracking system IT Support Analyst Fannie Mae - Reston, VA May 2010 to August 2010 Leveraged the identity and access management system to perform security user administration including user IDs, group administration, and fileshare

permissions Provisioned and deprovisioned role based access and other system-related access to employees Provided virtual private network (VPN) tokens and access to employees Monitored access request queues to pick up, process, and close out work Updated request tickets with appropriate resolution and notes Responded to email and telephone calls to troubleshoot customer access management issues and concerns and escalated to 2nd and 3rd tier support teams when applicable Provided advice and assistance to employees in the establishment of the authentication and authorization security requirements Researched and understood access management policies, procedures, and guidelines and strictly followed them Worked in a team environment and collaborated with team members to work toward identity and access management resolutions Data Entry Specialist UPS - Secaucus, NJ June 2006 to August 2006 calls from UPS truck drivers, requesting the UPS truck number and destination, and keyed information into the computer Conducted research on the computer to determine the various location stations of where the trucks were going Provided superior customer skills to truck drivers by answering calls in a timely manner Part-time position held during the summer Security Guard CES Security - Silver Spring, MD April 2004 to August 2005 CES is a security firm that provides unarmed guard services and mobile patrol services to a wide variety of facilities Patrolled assigned areas on foot to ensure personal, building, and equipment security Examined doors, windows, and gates to determine that they are secure Informed and warned violators of rule infractions, such as loitering, smoking, or carrying forbidden articles Watched for and reported irregularities, such as fire hazards, leaking water pipes, and security doors left unlocked Prepared routine, standardized reports Part-time position held during the school year and during the summer Education Bachelor of Science in Criminal Justice University of Louisville - Louisville, KY May 2010

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