

Security Analyst Security Analyst Security Analyst - United States Patent and Trademark Office
Annandale, VA Work Experience Security Analyst United States Patent and Trademark Office -
Alexandria, VA October 2016 to Present Oversees the password generation, issuance and control
processes. ? Assures the USPTO security strategic plan, mission, vision and values are
communicated and integrated into the security strategies. ? Develops, maintains, and ensures
compliance with DISA Security Technical Guidelines. ? Reviews audit records every 2 days, at
minimum and report any to identity access management. ? Plans, develops, implements and
maintains programs, policies and procedures to ensure the computer systems have the highest
possible level of reliability, availability and security. ? Maintains system access management based
on approved personnel security investigation/clearances, a need-to-know and authorizations. ?
Implements and manages modules within the Host Based Security System (HBSS) ? Responsible
for reviewing guidance, developing procedures, and establishing the Incident Handling and
Reporting Program. Reports security incidents to the director and assists in reporting, investigating,
and correctly resolving situations. ? Ensures all users meet the required favorable security
investigations, clearances, authorization, need-to-know, and security responsibilities before granting
access. IT Security Specialist American School of IT - Arlington, VA October 2015 to September
2016 Prepared high-level program plans, established long and short security program goals and
objectives, monitored progress, approved deliverables, and oversees a wide range of assignments
including portfolio and program development and operational planning and oversight in our security
policy. ? Good knowledge of IT infrastructure related topics (Network, Server, OS, IIS, MS SQL,
Server, etc.) ? Developed security policies for each tool used by our security engineers ? Analyzed
client's business requirements and make a recommendation for the business clients to accept risk.
? Communicated client's business requirements by constructing easy-to-understand data and
security policies. ? Drafted and maintained company requirements and aligned them with functional
and technical security requirements. ? Managed security awareness for employees such as
phishing, passwords, social engineering. ? Performed FISMA using NIST 800-53. Network Admin
Intern FACETS - Fairfax, VA June 2015 to September 2015 Provided general user support,

troubleshoots, and repairs computer systems, hardware and software systems ? Supported and executed user account information including rights, security and systems groups ? Worked closely with project with project managers to deliver an integrated approach to project delivery, including influencing key project decisions ? Developed and executed an overall change management strategy around complex client business initiatives ? Managed the licenses software by obtaining required information from vendors; recommending purchases; testing and approving products

Education Certification in Cyber Security Risk Management Harvard University 2018 Bachelor of Business Management in Information Technology Marymount University - School of Business Administration - Arlington, VA May 2015 Skills SHAREPOINT, FISMA (1 year), VISIO, NETWORK TROUBLESHOOTING, NIST (1 year) Certifications/Licenses Harvard University: Cyber Security Risk management and information October 2018 to Present Additional Information KNOWLEDGE, SKILLS, ABILITIES (KSA): ? 3+ years with knowledge of NIST 800-53, NIST 800-37, R1 Processes and various NIST 800 series publications. ? 3 years of FISMA framework; project management, & team building experience. ? 5 years of stakeholder analysis, (SWOT), marketing, and process improvement skills. ? Expert level in Microsoft Office, Outlook, PowerPoint, Excel, SharePoint, Visio, Project, Access, and OneNote. ? Ability to produce high quality requirement specifications to support ERP functional design development. ? Knowledge of computer network fundamentals and knowledge of network troubleshooting tools such as ping and ipconfig. ? Fast learner, self-motivated, adaptive, and able to perform other duties as directed ? Excellent time management skills - ability to work independently and with large team settings. ? Ability to present ideas and plans in writing to internal and external groups at professional and managerial levels. ? Solution oriented, able to identify central problems and maintain relationships with new and existing customers. ? Hardworking, reliable, focused, passionate, & forward thinking.

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