

IT Security Analyst IT Security Analyst Moon, PA To obtain a position that will enable me to use my strong organizational skills, educational background, and ability to work well with people. Work Experience IT Security Analyst Eaton Corporation July 2012 to April 2015 1000 Cherrington Parkway) Creating and terminating distributor IDs Modifying IDs to comply with the Sarbanes-Oxley Act Benefits Administrator Towers Watson October 2009 to April 2012 600 Grant Street Suite 53) Towers Watson Insurance Provides support to Account Team by managing ongoing processing of eligibility, enrollment, payroll and carrier data for clients, and assists with testing of client set-ups. Works with smaller clients and less complex benefit programs. Works with the client on day-to-day issues. Advises client on changes needed to data feeds, and answers any questions about their account. Runs scheduled process jobs (eligibility, enrollment, payroll and carrier) under strict deadlines to ensure performance goals are met. Runs quality assurance checks after processes completed Identifies discrepancies in data and communicates to other team members Assists with functional testing of new client implementations and system updates during the year, at the direction of a Quality Assurance Analyst or Account Manager. Assists with functional testing of system updates during Annual Enrollment at the direction of a Benefits Analyst or Account Manager. Handles incoming calls as client call volumes dictate. Education Associates Degree in Computer & Information Sciences ICM School of Business and Medical Careers Skills MICROSOFT ACCESS, ORACLE, REMEDY, EXCEL, MICROSOFT EXCEL, Security, HTML, testing, Active Directory Additional Information Skills Microsoft Word Microsoft Excel Microsoft Power Point Microsoft Access ORACLE RAC Extensity Remedy

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