Security Analyst Security Analyst Eden Prairie, MN Authorized to work in the US for any employer

Work Experience Security Analyst Occam Group, Ltd. - Edina, MN May 2015 to November 2016 Managed network vulnerability management process using Nessus Vulnerability Scanner to produce actionable recommendations for IT teams.   Performed audits of organizational data security using information assurance standards including ISO 27001 and NIST 800-53   Prepared short and long-term actionable cybersecurity reports for executive leadership   Created program plan for long-term remediation of gaps and shortfalls in adherence to cybersecurity standards and assessments of organization risk   Wrote white papers concerning cybersecurity threat landscape for Small and Medium Sized Businesses. IT Contractor Best Vendors - Golden Valley, MN September 2014 to May 2015   Maintained client-facing database portal that aggregates multiple data feeds   Audited and corrected client data to match accounting invoices Human Resources Assistant Asian Counseling and Referral Service - Seattle, WA May 2013 to July 2013   Audited over 200 employee files for inconsistencies in I-9 forms, preventing a potential $55,000 in fines   Increased HR organizational efficiency by streamlining and organizing HR salary change and filing processes   Developed training material for new employees for the process of entering new files into Sage database   Performed reference checks for new hire candidates English Instructor Eastern Tibetan Training Institute September 2009 to June 2010 Shangri-La (Zhongdian), Yunnan Province, China   Worked on team project to develop and deliver 12 week vocational English course curriculum for local clients; curriculum retained by organization as basis for future training courses   Created and managed student database using Microsoft Access; database used to contact alumni for the creation of the ETTI alumni organization and maintain communication with working alumni   Independently located and interviewed over 50 former students over the phone in Chinese and in person to assess the post-graduation employment rate of alumni; results were expected to be used in grant applications English Instructor English Training Program - Xining, CN September 2008 to July 2009 Xining, Qinghai Province, China   Taught English as a second language to Chinese clients, ranging from government officials to university students History Instructor English Training Program - Xining, CN August 2008 to July 2009 Xining, Qinghai

Province, China   Planned, researched, and implemented American history curriculum and taught material to over 50 Tibetan university students over the course of 9 months   Prepared and presented over 50 hour-length lectures to university students Education MS in Security Technologies University of Minnesota-Twin Cities - Minneapolis, MN May 2014 to August 2015 MA in China Studies University of Washington-Seattle, Jackson School of International Studies - Seattle, WA June 2012 BA in East Asian Studies University of Wisconsin-Madison - Madison, WI May 2008 Skills Microsoft Office (10+ years), Vulnerability Scanning (2 years), Information Security (2 years), Chinese (4 years) Certifications/Licenses Microsoft Office Specialist November 2015 Nessus Certified Auditor November 2015 Additional Information   Over 3 years qualitative research and analysis work in both Chinese and English languages   Over 2 years developing communication skills working and living in a multicultural, international environment in China   2 years of professional public speaking experience   2 years of project management experience in the education field   Office experience including databases and file management, paper editing, phone interviews, and survey design   Advanced proficiency in spoken and written Mandarin Chinese

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