

Stephen Lee Flora II

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SUMMARY

Dedicated and results-driven college graduate with a B.S.B.A in Computer Information Systems. Equipped with the ability to analyze complex problems, devise strategic solutions, and collaborate effectively with others. Eager to leverage my academic background and passion for technology to drive success in a dynamic and growth-oriented professional environment.

EDUCATION

Appalachian State University - Walker College of Business Boone, NC
Bachelor of Science in Business Administration, Computer Information Systems December 2023
Chancellor's List 2023

Mitchell Community College Statesville, NC
Associate of Arts in Business Administration May 2020
Dean's List 2018-2019

WORK EXPERIENCE

BDH Investment Holdings, LLC | Davidson, NC | System Administrator February 2024 – Present

- Designed, deployed, and maintained servers, Hyper-V virtualization, and network infrastructure.
- Administered AD, Group Policy, DNS, DHCP, IIS, and RDS for secure, reliable business operations.
- Implemented backup, disaster recovery, and security controls (firewall, antivirus, access management).
- Monitored performance, troubleshoot system/network issues, and applied updates/patches for stability.
- Automated server maintenance with Python scripting and Windows Task Scheduler.
- Documented system configurations, procedures, and network topology.
- Collaborated with leadership to evaluate and implement technologies supporting business growth.
- Optimized virtualization and network environments for performance, scalability, and reliability.

InfusionPoints, LLC | North Wilkesboro, NC | Rotational Cybersecurity & Cloud Intern May 2025 – August 2025

- Supported cross-functional teams in the Security Operations Center (SOC), Advisory, Cloud Operations, and Engineering departments with daily tasks and project deliverables.
- Researched and compiled data for compliance reports and security documentation.
- Assisted with planning/documentation compliance efforts aligned with frameworks such as FedRAMP 20X, DoD IL4/IL5, CMMC, and CSP/APN partner requirements.
- Collaborated on automation and process-improvement initiatives with interns and staff.
- Earned AWS Cloud Practitioner and Solutions Architect – Associate certifications during internship.
- Contributed ideas in knowledge-sharing sessions and team meetings while tracking action items.
- Maintained professionalism through adherence to company policies, NDAs, and cultural values.

PROJECTS

Appalachian State University – Walker College of Business, Boone, NC

Comparative Market Analysis | Tableau, Microsoft Excel, MySQL January 2023 - May 2023

- Engineered a dataset pipeline by collecting and standardizing historical stock data from MarketWatch.
- Optimized data quality by cleaning and reformatting files in Excel for seamless integration.
- Deployed MySQL as a backend and linked it to Tableau for dynamic, interactive dashboards.
- Delivered actionable insights by visualizing sector performance trends against the S&P 500.

Inc-Sync Scheduler | Wix Studio, Word, PowerPoint, Teams August 2023 - December 2023

- Coordinated with the business owner via Microsoft Teams to lead the transition from traditional operations to an online platform.
- Designed and deployed a web-based booking and scheduling system tailored to the business's brand and customer needs.
- Applied web and social media tools to strengthen the company's online presence and engagement.
- Improved staff efficiency by delivering a streamlined management system that reduced manual processes.

TECHNICAL SKILLS AND CERTIFICATIONS

- CompTIA ITF+ (September 2024)
- CompTIA A+ (December 2024)
- Fortinet NSE 1 & 2 Network Security Associate (May 2020)
- Introduction to SQL & Intermediate SQL Queries (February 2023)
- AWS Certified Cloud Practitioner (May 2025)
- AWS Certified Solutions Architect – Associate (July 2025)
- Python, Node.js, VBA, HTML, C#, and C++