

First Last

Entry Level IT Auditor

WORK EXPERIENCE

Resume Worded, New York, NY

Entry Level IT Auditor

01/2015 – Present

- Devised and implemented an automated system for tracking audit findings, improving productivity by 72%.
- Conducted research into current information security laws; identified 18+ violations and advised management regarding software upgrades.
- Utilized Microsoft's Automatic Updates tool to keep the network of 11+ businesses up-to-date with the latest software patches.
- Assisted in identifying and resolving the needs of C-suite executives per elevating IT standards for the technology integration of 24+ departments.

Growths, San Francisco, CA

Service Desk Technician

06/2010 – 12/2014

- Reduced the baseline response time of Growths call center from 3 minutes to 55 seconds by creating a check-pointing solution.
- Developed a time-saving method that confirms the work orders of >200 clients before dispatch, increasing productivity by 47%.

VOLUNTEERING ACTIVITIES AND EXTRACURRICULARS

Resume Worded's Business Society, New York, NY

Computer Instructor

06/2009 – 04/2010

- Conducted computer-based training sessions for 53+ students via virtual classrooms.
- Developed innovative lesson plans on computer technology for 20+ vocational school graduates.

PROJECTS

Computerized Aided Learning

05/2009

- Designed instructional programs for Computer-Based Learning (CBL), which enhanced students' assimilation by 80%.
- Combined technology-based learning classes and computerized grading system; reduced failure rate across 36 states nationally.

Automating IT Auditing

04/2009

- Created a tool that assesses the IT infrastructure of companies for compliance with regulations with an 80% accuracy
- Introduced 14+ new IT auditing systems in use by Fortune 500 companies to prevent violation of security policies.

CONTACT

- Atlanta, GA (Open to Remote)
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SKILLS

Technical Skills:

- IT Auditing (Advanced)
- Troubleshooting (Experienced)
- SDLC Testing
- Data Analysis
- Security Auditing & Testing

Operating Systems:

- Linux
- Unix
- Windows

Software:

- Juniper
- Checkpoint
- Palo Alto
- Splunk
- Fortinet

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EDUCATION

Resume Worded University

Bachelor of Science

Computer Science

Boston, MA — 05/2010

Awards: Resume Worded Teaching Fellow (only 5 awarded to class), Dean's List 2012 (Top 10%)

OTHER

- CRISC Certification
- Certified Internal Auditor (CIA).
- Certified Information Systems Auditor (CISA)