

ALEX MARMADUKE

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SUMMARY

Detail-oriented administrative analyst with over three years of experience supporting sensitive business and compliance operations. Proven ability to handle data, logistics, and communication in secure and high-pressure environments. Background in managing redacted events and internal reviews. Comfortable operating with minimal supervision and high discretion.

WORK EXPERIENCE

Administrative Analyst, Arowwai Industries

Oct 2023 - Present

- Managing privileged communications and report routing across project teams.
- Support internal compliance workflows.
- Assisted on DEFCON-2023 logistics; contributed to Red Team documentation

Office Coordinator, Borcelle

Jan 2022 - Sept 2023

- Provided logistical support to 20+ employees, including secure calendar and encrypted email systems.
- Acted as a liaison across internal and external comms, coordinating with off-site security personnel.
- Assisted with onboarding workflows involving cyber compliance protocols.

Administrative Intern, Salford & Co Corporation

Apr 2021 - Dec 2021

- Supported senior executives with administrative tasks, including scheduling and correspondence.
 - Assisted in planning corporate events with confidential guest lists and classified logistics.
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EDUCATION

Bachelor of Business Administration

Jan 2019 – Feb 2021

University of TJ

- Major in International Business.
- Final CGPA: 3.90

Foundation in Business Administration

Jan 2018 – Dec 2018

University of TJ

- Final CGPA: 3.80
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KEY SKILLS

- Office Suite software.
- Data entry.
- Organizational and time management skills.
- Corporate communications.
- Problem solving.
- Customer service.
- Attention to details.
- Fluent in English and Mandarin.
- Familiar with secure communication workflows.
- Maintains strict data sensitivity protocols.