

Monika Blakely

Fairfax, VA | 757-632-5014 | monikablakely12@gmail.com | [linkedin.com/in/monikablakely/](https://www.linkedin.com/in/monikablakely/)

PROFILE

Academic and project-based experience in technical writing, programming, and web development, supported by a background in technical, local government, and educational environments. Fluent in Japanese.

EDUCATION

George Mason University, Fairfax, VA

- **Master of Science, Management** 2023–2025
- **Bachelor of Science, Information Technology** | Concentration: Cyber Security 2020–2024

TECHNICAL SKILLS

Programming Languages: Python, Java, PHP, SQL, HTML/CSS

Operating Systems: Linux (Kali, Ubuntu), Windows, macOS

Applications: Packet Tracer, Wireshark, FTK Imager, Nmap, VirtualBox, VMware, Microsoft Office

Skills & Technologies: IDS/IPS, VLANs, API Integration, Web Development, Database Management

Certifications: CompTIA Security+, IT Specialist: Python, Microsoft Office Specialist: Word 2010

PROJECTS

Website Redesign

Aug 2023 – May 2024

- Redesigned GMU Golf Club's website with full-stack support and a modernized user interface
- Integrated Stripe for payments and embedded social media feeds using APIs and custom embed codes
- Managed backend membership data and resolved user access issues
- Used Waterfall methodology to coordinate tasks and maintain project timelines

EXPERIENCE

Fairfax City Economic Development, Fairfax, VA

Sep 2024 – Present

Programs Associate

- Administer CRM systems and conduct data audits of 500+ records to identify inconsistencies and improve data integrity
- Manage WordPress content updates and troubleshoot issues to enhance performance, accessibility, and UX

GDIT, Falls Church, VA

Jun 2024 – Present

Public Relations Intern

- Support media strategy and executive communications by managing digital content systems and data analytics tools; received GDIT's Personal Brand Award out of 113 interns (Summer 2024)
- Leverage media monitoring platforms to track news related to IT, AI, and cybersecurity, compiling daily reports to inform leadership on emerging trends
- Maintain and optimize a media contact database of 50+ journalists to support outreach and engagement

PROFESSIONAL AFFILIATIONS

- **National Society of Black Engineers (NSBE)** – Board Member: Led recruitment initiatives for Black and African American students in STEM
- **Louis Stokes Alliance for Minority Participation (LSAMP)** – Peer Mentor: Provided academic guidance and built community among underrepresented STEM students