

TAN LAI



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PROFESSIONAL SKILLS

- Business Apps and Enterprise Networks
- Information Systems for Management
- Web Application Open Source and OS Mobile Apps
- Information Security Management
- IT Project Management and Enterprise Data
- C#, Java, HTML, CSS, JavaScript, Swift
- Databases management with OnBase and writing SQL statements
- Information Security, Ethical Hacking, and Networking (UDP, SSL, TCP)
- Kali Linux, Troubleshoot Windows and Mac
- Proficient with MS Office
- VMWare and VirtualBox
- OWASP Top10
- Metasploit, Burp Suite, OWASP ZAP, Nessus
- Social Engineering Toolkits
- Malware Threats, Vulnerability Scanning and Analysis
- Network Sniffing, Penetration Testing, SQL Injection, Social Engineering
- Session Hijacking, Denial-of-Service, Password Cracking, and Cryptography.
- Team player, Multitasking and Customer Service Driven
- Fluent in Vietnamese and basic Cantonese
- Experienced MEAN stack, and prepared the supporting cast: Bootstrap, Git, and Heroku, REST API

ABOUT ME

- Ability to adapt to change, flexible; and to work independently as needed; and a fast learner
- Efficient, detail-oriented, action-oriented, and highly organized; and time management
- Coordinated and worked well in team-oriented environments

WORK EXPERIENCE

ON LOK SENIOR HEALTH

FEB, 2019 - MAR, 2019

Facilities Administration

- Answered phone calls, sent out messages, and emailed the coordinator for assignments
- Routed paperwork, scanned and filed proposals, invoices and helped with scheduling
- Supported with ad hoc projects and creating forms and checklist for internal use

SAN FRANCISCO STATE UNIVERSITY

OCT, 2017 - MAY, 2018

Student Assistant

- Tracked and recorded all data for requested information
- Checked and adjusted student financial aid errors
- Maintained reports and recorded documents
- Responsible for tracking and processing content
- Reduced the time and performed important school functions through the control of content with OnBase

CITY COLLEGE OF SAN FRANCISCO

OCT, 2013 - MAY, 2015

Student Worker/Front Desk

- Managed the front desk and answered customer questions
- Assisted customers with updates and tracked data
- Handled office facilities and kept inventory
- Tracked and recorded all data for work requests
- Assisted teachers and staff with printing and repaired photocopier issues

EDUCATION

SAN FRANCISCO STATE UNIVERSITY **BACHELOR OF SCIENCE**

Jan, 2016 - Aug, 2018

Business Administration, Information Systems

CITY COLLEGE OF SAN FRANCISCO **ASSOCIATE OF SCIENCE-TRANSFER**

Jul, 2012 - May, 2015

Business Administration

CERTIFICATION

TRAINING CAMP

Oct, 2018

CERTIFIED ETHICAL HACKER v10(CEH)