

Juliana Soto

Cybersecurity Analyst

Chesapeake, VA

(757) 555-5555

[\[Your.name\]@gmail.com](mailto:[Your.name]@gmail.com)

[linkedin.com/\[Your.profile\]](https://www.linkedin.com/[Your.profile])

SKILLS

- Incident dashboard technologies
- HIPAA compliance
- Effective communication
- Excellent organization
- Outstanding collaboration

EXPERIENCE

Nice Touch Healthcare Group, Chesapeake, VA - *Accounting Assistant*

MARCH 2021 - PRESENT

- Manage correspondence with more than 10 healthcare providers
- Ensure adherence to HIPAA/PHI requirements
- Coordinate patient appointments with healthcare providers

Danni Harbor Technologies, Hampton, VA - *Lead Customer Service Agent*

FEBRUARY 2020 - MARCH 2021

- Managed a team of 15 customer service representatives to ensure key operational metrics were achieved
- Trained customer service representatives to properly authenticate customers
- Provided social engineering training to customer service representatives

The Outfitters, Virginia Beach, VA - *Sales Representative*

JULY 2019 - FEBRUARY 2020

- Interacted with organizational leadership and management staff
- Demonstrated an ability to manage and operate dashboard technologies
- Assisted in execution of visual displays, merchandising, and marketing strategies

EDUCATION

Google Cybersecurity Certificate - *Online certificate*

AUGUST 20XX - FEBRUARY 20XX

LANGUAGES

English | French | Spanish