

# Paige N Fenwick

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## Professional Profile:

Computer Information Systems student seeking Information Security role to assist and develop security practices and procedures in the corporate environment.

## Education:

**University of Louisville**

**Expected Graduation: December 2016**

Bachelor of Science in Business Administration, Computer Information Systems

- Concentrations in Information Security and Web Development

**College of Business GPA: 3.65**

**Cumulative GPA: 3.24**

## Systems Knowledge:

*Classes completed* – Software Development; Database Design; Network Security I and II

*Current classes* – Database Security; Computer Forensics; Web Architecture

- Proficient in C#, Microsoft Word, PowerPoint, and Access
- HTML, CSS, JavaScript, and JQuery fundamentals
- Microsoft Visio and SQL Server
- Completed projects involving Wireshark, Metasploit, Kali Linux and VMware machines

## Work Experience:

**Louisville Gas & Electric**

**May 2015 – Present**

IT Training Intern III

- Assist in the creation of training materials within accordance to company standards
- Answer client questions regarding company policy, procedure and implementation in regards to applications and technologies
- Lead company training sessions regarding newly implemented company policies and procedures
- Attend Project Planning Sessions to gather information for training materials

**Starbucks Coffee Company**

**February 2012 – May 2015**

Shift Supervisor (March 2013-Present)

Barista (February 2012-March 2013)

- Acting manager on a weekly basis, involving scheduling and ordering tasks
- Delegate tasks to 10 employees, including managing breaks and task work throughout the day
- Perform cash and inventory management
- Customer service relations, including ensuring satisfaction and overall quality

## Leadership Roles:

**Kentucky YMCA**

**August 2012-Present**

Volunteer Facilitator

- Lead high school students in small-group discussions
- Facilitate team-building activities to develop leadership and social skills
- Participate in brainstorming to develop new ideas for community service and outreach
- Dedicated to volunteering at different leadership training conferences hosted by the organization

**Delta Zeta Sorority**

**January 2015-December 2015**

Vice President of Philanthropy

- Responsible for service hour reporting to University of Louisville Panhellenic Council and Delta Zeta National Sorority
- Managed over 150 members in philanthropic endeavors and promotion for various chapter events
- Attended meetings with various on campus and community organizations to sponsor and encourage member involvement in the greater Louisville area