# RH

# ROMAINE HALSTEAD

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ROMAINE877.GITHUB.IO

## OBJECTIVE

Final year university student seeking a career in Information Technology, where I can expand on my skills in IT auditing, strategy planning and IT project management.

## SKILLS

Knowledgeable in: Microsoft Office, Strategic Planning, Project Management, IT Auditing, Quality Assurance, Web Development, Network Administration.
Familiar with: HTML, CSS3, PHP, SQL and Java.

## EXPERIENCE

**LAB MANAGER • OLD HARBOUR BAY PRIMARY • MAY – JULY 2013**
Configured computer and printer hardware and software of the school's technology lab. Assisted lab visitors in troubleshooting and configuring of their computers and tablets. Assisted in information technology evening class conducted at the lab.

**QA INTERN • EGOV • SEPTEMBER – DECEMBER 2015**
Facilitated testing and executed test cases of applications made for government agencies. Documented issues, irregularities and discrepancies for applications. Delivered Patch Advisories to end users. Took part in a User Acceptance Training session where clients where given a walkthrough of their requested software.

**NETWORK SECURITY INTERN • EGOV • JUNE – SEPTEMBER 2016**
Assisted in a security audit of government websites and documented vulnerabilities of each website. Took part in the sourcing of a web vulnerability tool to quickly find security flaws with websites and probable solutions. Developed an internal website using PHP, SQL and HTML to log website data. WAMP server with APACHE was used for clients on the network to view the website.

## EDUCATION

**INFORMATION TECHNOLOGY • ONGOING • UNIVERSITY OF TECHNOLOGY**
Information Systems minor. Expected completion date: May 2018. Related coursework: Information Systems Strategy, E-Business Strategy, Information Systems Auditing, IT Project Management, Enterprise Architecture, Network Administration, Computer Security.

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## CERTIFICATIONS

Interested in perusing certifications in IT consultation, auditing, information system security and IT project management.

## HOBBIES

Writing, Photography, computer repairs and learning new skills.

## PROJECTS

- Developed a functional e-commerce website which would accept payment info from customers and automatically send payment confirmation via email.
- Created an IT strategy plan for a dental office. This plan outlined measures to increase customer intimacy through the storing of client info, providing an online portal to schedule appointments, best practices for disaster recovery, contingency plans and business scalability as well as architectural and infrastructure requirements.
- Created an audit report on the physical environment of an insurance company. Outlined the existing controls within the business environment and gave recommendations on risk avoidance and correction.
- Developed a personal CV website with details on my qualifications and projects using HTML5 and CSS3. The site can be found at romaine877.github.io.

Time Management
Data Analysis
Problem Solver
Team Player
Programming