

# Shane C. Crisostomo

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## EDUCATION

### **M.S. IN BUSINESS ADMINISTRATION**

December 2017

**University of Maryland, University College**

College Park, MD

- Graduated with Distinction; 3.2 GPA.
- Courses: Ethical Leadership in Organizations & Society; Effective Financial and Operational Decision Making; Marketing and Strategy Management in the Global Marketplace; Communicating, Problem Solving, and Leading in Professional Fields; Leading in Multicultural Global Environment

### **M.S. IN INFORMATION TECHNOLOGY**

December 2016

**Concentration in Systems Engineering**

**University of Maryland, University College**

College Park, MD

- Graduated with Distinction; 3.5 GPA.
- Courses: Effective Graduate Writing; Information Technology Foundations; Computer Systems Architecture; Information Systems Infrastructure; Information Systems Analysis, Modeling, and Design; Information Technology Project Management; Systems Engineering Overview; Requirements Engineering; System Design and Development; System Integration and Test; Design Considerations; Systems Engineering Management; Systems Engineering Capstone

### **B.S. IN EMERGENCY HEALTH SERVICES**

December 2014

**Minor in Health Administration and Public Policy**

**University of Maryland, Baltimore County (UMBC)**

Baltimore, MD

- Graduated with Departmental Honors

## WORK EXPERIENCE

### **DEPARTMENT OF HOMELAND SECURITY**

Office of Intelligence and Analysis

3801 Nebraska Avenue NW, Washington D.C. 20016

#### **Information Technology Specialist**

May 2017 to Present

#### **Chief Information Security Office**

Washington, D.C.

#### **TS/SCI Clearance**

Supervisor: Solderise Sejour – Chief Information Security Officer

#### **ACCOMPLISHMENTS:**

- Co-Chair and Chief Information Office Representative for Employee Advisory Council, which helps identify, mitigate, and resolve employee concerns, problems, and questions
- Manage the Sensitive Compartmented Information Facility (SCIF) Compliance Program

- Co-Authoring the revision and adjudication of the Department of Homeland Security 4300C Sensitive Compartmented Information System Policy Manual to ensure the confidentiality, integrity, and privacy of systems, networks, and data
- Manage and implemented Information Assurance Branch Performance Evaluation Plan tracking method using Microsoft Project
- Collaborated with Intelligence Community and DHS components in policy revisions and implementation
- Developed, implemented, and manage C-LAN Extension Site repository tool with real-time map and operational status tracking
- Analyze data to support and assist intelligence operations specialist by performing lower level support duties
- Assess new systems design methodologies to improve software quality; implementation activities
- Identify need for changes based on new security technologies or threats
- Review and evaluate security documentations
- Conduct risk and vulnerability assessments of DHS accredited site and information systems.
- Assist in the development of a cost effective long-range plans for IT security systems
- Presented findings and recommendations to higher-graded specialist and superiors that helps define plans and policies to improve organizational processes related to collaboration, efficiency, and security of classified information
- Identify and specify information systems security requirements and created a streamline process to conduct a more efficient and effective security assessment
- Supported day to day information technology security operation

## **DEPARTMENT OF HOMELAND SECURITY**

Office of Intelligence and Analysis

3801 Nebraska Avenue NW, Washington D.C. 20016

### **Intern Security Governance & Policy**

January 2016 to May 2017

### **Chief Information Security Office**

Washington, D.C.

### **TS/SCI Clearance**

Supervisor: Soldenise Sejour – Chief Information Security Officer

### **ACCOMPLISHMENTS:**

- Provide computer network risk mitigation and network vulnerability assessment for classified network extension sites
- Ensures Intelligence Enterprise component adhere to security policies, practices and procedures by performing annual assessment
- Provide Continuous Monitoring for security-relevant information system components
- Manage Sensitive Compartmented Information Facility (SCIF) Compliance Team by developing and maintaining documentation for Assessment and Authorization (A&A) process in accordance with Intelligence Community Directive 503 – Intelligence Community Information Technology Systems Security Risk Management
- Collaborated with Intelligence Community and DHS components in policy revisions and implementation
- Developed and manage a repository of documents for customers using SharePoint
- Analyze data to support and assist intelligence operations specialist by performing lower level support duties
- Co-Authoring the revision and adjudication of the Department of Homeland Security 4300C Sensitive Compartmented Information System Policy Manual to ensure the confidentiality, integrity, and privacy of systems, networks, and data
- Presented findings and recommendations to higher-graded specialist and superiors that helps define plans and policies to improve organizational processes related to collaboration, efficiency, and security of classified information
- Intern Representative for Employee Advisory Council, which helps identify, mitigate, and

- resolve employee concerns, problems, and questions
- Identify and specify information systems security requirements and created a streamline process to conduct a more efficient and effective security assessment
- Assist in Sensitive Compartmented Information Facility (SCIF) Compliance Program
- Provide leadership with frequent updates on the state of information security regarding classified network extension sites

## **WASHINGTON ADVENTIST HOSPITAL**

7600 Carroll Ave, Takoma Park, MD 20912

### **Safety and Emergency Preparedness Intern**

May 2013 to September 2015

Takoma Park, MD

Salary: N/A – Work Study Program

30 hours per week

Supervisor: James Stoddard

### **ACCOMPLISHMENTS:**

- Collaborated with the Director of Safety and Emergency Preparedness on grant writing, meeting preparations and summaries, and policy development and revisions
- Facilitated Hospital Incident Command System (HICS) grant and successfully acquired hospital radios, respirators, personal protective equipment, and other Incident Command System (ICS) materials.
- Incorporated new Behavioral Patient Evacuation and Hospital Incident Command System (HICS) procedures to existing policies and educated staff on revised policies
- Helped create and conduct Full-Scale Emergency Exercise, and acted as an evaluator and controller during simulations to ensure adequate performance and conformance to exercise standards
- Developed and educated volunteers and students on training programs, such as Hospital Fire Safety and Evacuation Plan
- Developed Evacuation Program for the community of the City of Takoma Park
- Developed documentation for (HSEEP) Homeland Security Evaluation and Exercise Program