1. Engineered, maintained and repaired security systems and programmable logic controls.
2. Conducted security audits to identify vulnerabilities.
3. Reviewed violations of computer security procedures and developed mitigation plans.
4. Monitored use of data files and regulated access to protect secure information.
5. Monitored computer virus reports to determine when to update virus protection systems.
6. Performed risk analyses to identify appropriate security countermeasures.
7. Developed plans to safeguard computer files against modification, destruction or disclosure.
8. Recommend improvements in security systems and procedures.
9. Researched and developed new computer forensic tools.
10. Encrypted data and erected firewalls to protect confidential information.
11. Monitored all company inventory to ensure stock levels and databases were updated.
12. Managed quality assurance program, including on-site evaluations, internal audits and customer surveys.
13. Delivered [product or service] to customer locations within specific timeframes.
14. Worked closely with [job title] to maintain optimum levels of communication to effectively and efficiently complete projects.
15. Carried out day-day-day duties accurately and efficiently.
16. Saved $[amount] by implementing cost-saving initiatives that addressed long-standing problems.
17. Used Microsoft Word and other software tools to create documents and other communications.
18. Developed and implemented performance improvement strategies and plans to promote continuous improvement.
19. Improved [type] through consistent hard work and dedication to [project or department or task or customer].
20. Completed minor preventative maintenance and mechanical repairs on equipment.