1. Researched and developed new computer forensic tools.
2. Recommend improvements in security systems and procedures.
3. Conducted security audits to identify vulnerabilities.
4. Monitored computer virus reports to determine when to update virus protection systems.
5. Engineered, maintained and repaired security systems and programmable logic controls.
6. Monitored use of data files and regulated access to protect secure information.
7. Encrypted data and erected firewalls to protect confidential information.
8. Performed risk analyses to identify appropriate security countermeasures.
9. Developed plans to safeguard computer files against modification, destruction or disclosure.
10. Reviewed violations of computer security procedures and developed mitigation plans.
11. Conducted research, gathered information from multiple sources and presented results.
12. Quickly learned new skills and applied them to daily tasks, improving efficiency and productivity.
13. Demonstrated respect, friendliness and willingness to help wherever needed.
14. Drove operational improvements which resulted in savings and improved profit margins.
15. Received and processed stock into inventory management system.
16. Worked closely with [job title] to maintain optimum levels of communication to effectively and efficiently complete projects.
17. Completed [task] to ensure compliance with relevant [type] regulations.
18. Resolved conflicts and negotiated mutually beneficial agreements between parties.
19. Managed team of [number] employees, overseeing hiring, training, and professional growth of employees.
20. Improved [type] through consistent hard work and dedication to [project or department or task or customer].