1. Encrypted data and erected firewalls to protect confidential information.
2. Recommend improvements in security systems and procedures.
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. Engineered, maintained and repaired security systems and programmable logic controls.
6. Monitored computer virus reports to determine when to update virus protection systems.
7. Performed risk analyses to identify appropriate security countermeasures.
8. Researched and developed new computer forensic tools.
9. Conducted security audits to identify vulnerabilities.
10. Developed plans to safeguard computer files against modification, destruction or disclosure.
11. Developed and implemented performance improvement strategies and plans to promote continuous improvement.
12. Successfully maintain clean, valid driver's license and access to reliable transportation.
13. Created plans and communicated deadlines to ensure projects were completed on time.
14. Received and processed stock into inventory management system.
15. Saved $[amount] by implementing cost-saving initiatives that addressed long-standing problems.
16. Conducted research, gathered information from multiple sources and presented results.
17. Carried out day-day-day duties accurately and efficiently.
18. Worked with [type] customers to understand needs and provide excellent service.
19. Devoted special emphasis to punctuality and worked to maintain outstanding attendance record, consistently arriving to work ready to start immediately.
20. Identified issues, analyzed information and provided solutions to problems.