1. Researched and developed new computer forensic tools.
2. Recommend improvements in security systems and procedures.
3. Conducted security audits to identify vulnerabilities.
4. Reviewed violations of computer security procedures and developed mitigation plans.
5. Monitored computer virus reports to determine when to update virus protection systems.
6. Performed risk analyses to identify appropriate security countermeasures.
7. Encrypted data and erected firewalls to protect confidential information.
8. Monitored use of data files and regulated access to protect secure information.
9. Engineered, maintained and repaired security systems and programmable logic controls.
10. Developed plans to safeguard computer files against modification, destruction or disclosure.
11. Maintained and repaired facilities, equipment and tools to achieve operational readiness, safety and cleanliness.
12. Used coordination and planning skills to achieve results according to schedule.
13. Used critical thinking to break down problems, evaluate solutions and make decisions.
14. Developed and implemented performance improvement strategies and plans to promote continuous improvement.
15. Monitored all company inventory to ensure stock levels and databases were updated.
16. Served customers in a friendly, efficient manner following outlined steps of service.
17. Adhered to social distancing protocols and wore mask or face shield at all times.
18. Worked with [type] customers to understand needs and provide excellent service.
19. Created plans and communicated deadlines to ensure projects were completed on time.
20. Worked closely with [job title] to maintain optimum levels of communication to effectively and efficiently complete projects.