1. Researched and developed new computer forensic tools.
2. Developed plans to safeguard computer files against modification, destruction or disclosure.
3. Encrypted data and erected firewalls to protect confidential information.
4. Conducted security audits to identify vulnerabilities.
5. Reviewed violations of computer security procedures and developed mitigation plans.
6. Engineered, maintained and repaired security systems and programmable logic controls.
7. Monitored computer virus reports to determine when to update virus protection systems.
8. Monitored use of data files and regulated access to protect secure information.
9. Recommend improvements in security systems and procedures.
10. Performed risk analyses to identify appropriate security countermeasures.
11. [Type] hardware proficiency
12. Created spreadsheets using Microsoft Excel for daily, weekly and monthly reporting.
13. Proved successful working within tight deadlines and fast-paced atmosphere.
14. Resolved problems, improved operations and provided exceptional service.
15. Participated in continuous improvement by generating suggestions, engaging in problem-solving activities to support teamwork.
16. Created plans and communicated deadlines to ensure projects were completed on time.
17. Improved [type] through consistent hard work and dedication to [project or department or task or customer].
18. Actively listened to customers' requests, confirming full understanding before addressing concerns.
19. Offered friendly and efficient service to all customers, handled challenging situations with ease.
20. Worked to maintain outstanding attendance record, consistently arriving to work ready to start immediately.