

Bill Burns

Media, PA, 19063 – 570-242-1612 – wfburns@gmail.com

Objective	Accomplished Computer Forensics and Information Technology Expert with strong research and problem solving skills. Consistently able to complete projects with tight deadlines, limited resources, and create innovative customized solutions to achieve goals.
Accomplishments	<p>Designed on-site Mobile Datacenter Platform (MDC) for highly sensitive and highly confidential projects. The platform leverages virtualization to maximize hardware usage and performance of customized software. The system is pre-configured for each new engagement and fully wiped at the conclusion for rapid deployment and disposition. Initiated and managed training program for teams to utilize the MDC creating a new service line and revenue stream for the business.</p> <p>Managed and performed multiple large international on-site forensic data collection and e-Discovery processing projects. Each collection consisted of 20-30 custodians in high-security office spaces. Developed workflows to handle both full disk encryption and individual email encryption while on-site. Created searchable index of client data and securely extracted responsive documents to meet the client's privacy and confidentiality requirements.</p> <p>Managed e-Discovery practice for a large pharmaceutical company. Assessed their current and future state practices and created a playbook to build their in-house e-Discovery practice.</p>
Experience	<p>Manager EY, Philadelphia, PA September 2016 – present</p> <p>Led multiple teams and projects at EY for large financial, retail, and pharmaceutical clients. Planned engagements including work plans, staffing, and budgets. Utilized innovative technology for managing operational efficiencies and process improvements for large engagements increasing margins and meeting deadlines.</p> <ul style="list-style-type: none">• Led a team utilizing RPA software to automate due diligence searches for a lookback investigation of potential sanctions violations. Searched entity names to perform background checks and compiled results for managed review. The RPA software robot produced reports for 2,000 entities per day. This resulted in a savings of over 1,200 hours of FTE work and enabled the engagement team to hit the project timelines.• Designed and implemented process efficiencies for data archiving ensuring e-discovery operations continued uninterrupted and saved 1,000 FTE hours per year through automation. Solution ran on 15 servers and produced dashboards, audit logging, and email notifications for management information reporting.

Manager

TransPerfect Forensic Technology and Consulting, Philadelphia, PA

April 2011 – September 2016

Built from the ground up and managed the computer forensics lab and staff in Philadelphia, PA. Developed and implemented standards and procedures for using forensic software. Built test virtual server environments of many applications to test forensic and extraction tools and train team members on their usage. Collected forensic images of computers, servers, and cell phones. Extracted email from Exchange, Lotus Notes, and cloud base webmail and email archive systems. Collected live network server data from business critical systems. Wrote expert reports and gave testimony of work performed for a deposition. Developed procedures for collecting websites and social media and used them in practice. Consulted with clients assessing their needs and recommended solutions.

- Developed a proprietary Mobile Datacenter for on-site processing of data for clients with strict privacy and confidentiality requirements.
- Conducted a large Intellectual Property investigation involving the collection of 10,000 webpages and uncovered that they referenced the same unique identifiers as contained in the client's proprietary database.

Computer Forensic Consultant

File Forensics, LLC, Drexel Hill, PA

November 2007 – December 2017

Co-founded company that conducted data recovery and forensic analysis of computer systems. Wrote standard operating procedures for forensic equipment and forensic lab processes.

- Consulted for a 30 custodian collection recommending and implementing procedures and protocols for efficient and defensible collection.
- Investigation of an individual's activities on the internet and social networks.

Systems Administrator

Saiber LLC, Florham Park, NJ

November 2007 – April 2011

Administered VMware, Exchange, Blackberry, Active Directory, SANs, Citrix, RSA, Backup Exec servers. Maintained Backup systems for critical data, using local and cloud based storage. Evaluated new software and hardware for enterprise implementation. Managed anti-virus and spam filtering software. Managed custom computer images for quick deployment of new or replacement PCs to users.

- Managed the physical move of critical computer systems to a new office using VMware and SAN replication to minimize downtime.

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- Implemented VMware Vsphere and ESX server infrastructure to maximize hardware and better manage and control critical computer systems

Information Protection Analyst

PSEG, Newark, NJ

February 2006 – June 2007

Performed computer related investigations. Administered the Computer Forensics Lab and network. Programmed scripts to automate tasks. Utilized forensic software and hardware to preserve and analyze data. Investigated employee's email and internet usage for compliance with the company's policies. Performed background checks and approved access to the company's network.

- Assisted an investigation relating to a large litigation, encompassing the recovery and analysis of 750 GB of emails from 40 computers and two servers.
- Designed and implemented a barcode evidence tracking system for efficient organization and storage of evidence which enabled quick access and auditing capabilities.
- Performed a 70 custodian email investigation.

Archaeologist

Kittatinny Archaeological Research, Stroudsburg, PA

May 2004 – November 2005

Conducted Archaeological investigations and research for collection, cataloguing, and preservation of prehistoric artifacts and historic sites.

Education & Certifications

B.A. Anthropology - Brandeis University, Waltham, MA, May 2003

Minors in Computer Science and Internet Studies

Nuix Master Certification – Nuix Workstation Data Discovery, 2021

Blue Prism Accredited Developer, Blue Prism, August 2017

Blue Prism Accredited Solution Designer, Blue Prism, December 2017

EnCase Certified Examiner, Guidance Software, Inc., Sept. 2007 - present

Licensed Private Investigator, State of Texas 2013 - 2016

AccessData BootCamp, AccessData, June 2009

FBI Citizen's Academy, May 2009

EnCase Enterprise Examinations, Guidance Software, Inc., November 2006

Interests

Cryptocurrencies, Computer hardware, Virtualization, Home Automation

References

References are available on request.