OLIVIA SMITH

Security Analyst

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🌐 www.qwikresume.com

PROFESSIONAL SUMMARY

Dedicated Security Analyst with 2 years of experience focused on safeguarding organizational assets. Proficient in analyzing security protocols, conducting risk assessments, and recommending enhancements. Committed to maintaining compliance with industry regulations and enhancing security posture through effective policies and procedures.

WORK EXPERIENCE

Security Analyst
Pineapple Enterprises

📅 Feb / 2024-Ongoing
📍 Santa Monica, CA

1. Analyzed security operations data, recommending enhancements to program policies.
2. Reviewed and presented security regulations to ensure compliance across the organization.
3. Generated reports and briefings for leadership on security policy compliance.
4. Evaluated security clearance applications based on national security and suitability criteria.
5. Facilitated communication regarding security issues between departments and federal agencies.
6. Maintained comprehensive personnel security files, ensuring accuracy and confidentiality.
7. Conducted pre-employment security checks using the Joint Personnel Adjudication System (JPAS).

Security Analyst
Cactus Creek Solutions

📅 Feb / 2023-Feb / 2024
📍 Phoenix, AZ

1. Monitored security systems and responses to identified threats.
2. Assisted in the development of security protocols and procedures.
3. Analyzed data logs to detect potential security breaches.
4. Collaborated with IT teams to enhance network security measures.
5. Participated in security audits and assessments to ensure compliance.
6. Trained staff on security best practices and incident reporting.

EDUCATION

Bachelor of Science in Information Security
University of Technology

📅 Feb / 2022-Feb / 2023
📍 Chicago, IL

Focused on network security, risk management, and compliance frameworks.

SKILLS

Risk Assessment

Incident Response

Network Security

Vulnerability Management

ACHIEVEMENTS

⭐ Implemented a new security policy framework, reducing compliance risks by 30%.

⭐ Conducted vulnerability assessments that identified and remediated 95% of security weaknesses.

⭐ Streamlined incident response processes, achieving a response time reduction of 40%.