**[Data Entry Specialist - Work From Home](https://www.postjobfree.com/resume/adzve3/data-entry-specialist-virginia-beach-va)**

**Location:**Virginia Beach, VA, 23462

**Posted:**September 22, 2023

**Contact Info:**

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**Resume:**

?Gregory R. Birklund

Junior Computer Systems and Cybersecurity Analyst

gbirklund@cox.net ? (757) 955-1484

LinkedIn Profile URL ? Virginia Beach, VA 23462

College graduate with an exceptional record of performance, integrity, and versatility. Significant experience conducting research, detailed analysis, and developing well-articulated opinions and positions. Superior written communication skills including a fully researched Thesis. Perusing Masters? Degree in Cybersecurity, with solid commitment to overseeing system and network administration, network security, and cybersecurity. Developing skills to secure systems, create security solutions, and implement new information technologies. Ability to assess technical risks and develop solutions. Talent for analyzing policies and procedures against Federal laws and regulations and providing recommendations for closing gaps.

Technical Proficiencies

NMCI Enterprise Tool (NET), Intranet (NMCI) systems, Windows/Linux command line tools. Microsoft Office Application Suite (Outlook, PowerPoint, Excel, Word)

Education

Masters of Science in Cybersecurity with specialization as Cybersecurity Practitioner, GPA - 96% (A+)

Regent University, Virginia Beach, November 2020 - Ongoing

Completed Coursework: Foundations for Graduate Success, Basic Cyber Practicum, Cybersecurity Ethics, Information Systems Security & Assurance, Digital Systems Design and Forensics, Operating Systems, Network Architecture & Protocol, Intermediate Cyber Practicum, Information Systems Security and Assurance, Advanced Cyber Practicum

Pending Coursework: Internet & Network Security, Information Security Management, Business Continuation & Disaster Recovery, Cybersecurity Compliance

Bachelor of Science in History, Minor in Homeland Security

Regent University, Virginia Beach, Virginia

Academic Experience

Regent University, Virginia Beach, Nov 2020 ? Present

Student of Masters in Cybersecurity

Acquiring in-depth understanding of computer systems, cybersecurity concepts, principles, and ethics. Designing, implementing, and evaluating information systems security and assurance controls to protect against threats and vulnerabilities. Developing an understanding of digital systems design and forensics, including operating systems, network architecture, and protocols. Applying advanced cybersecurity practices, including ability to conduct an intermediate and advanced cybersecurity practicum. Analyzing and assessing internet and network security and implementing strategies to mitigate risks. Learning advanced concepts of computer security including relevant legislation, basic attacks, and mitigation using industry-standard tools.

Key Accomplishments:

? Developed and delivered document for designing hypothetical security architecture and infrastructure for physician's office IT system and achieved 97 out of 100 percent.

? Prepared academic project for final term paper associated with Cybersecurity ethics course, and earned perfect 100.

Career Experience

Expeditionary Warfare Training Group Atlantic (EWTGLANT) 2021 ? 2022

Computer Assistant ? Temporary 1 year Federal Government Position (GS-7)

Carried out wide range day to day tasks associated with computer system management by providing technical support including installing and configuring software, hardware, and network devices. Offered troubleshooting assistance, serving as a direct point of contact with the NMCI help desk to resolve problems. Conducted software refresh for 200 assets running WIN 10, which included the 20H2 update. Ensured that all assets optimal seat health to run update and resolved all issues preventing update from completion.

Key Accomplishments:

? Installed approximately 200 new computers to replace legacy hardware throughout the building.

? Contributed to command-wide hardware refresh project, including checking asset tags, and machine names, and installing applications for approximately 300 computers.

? Resolved more than 100 trouble tickets by employing technical expertise in system management.

? Prevented sensitive data loss and compromise by removing and destroying 300 hard drives from classified and unclassified assets.

? Established accounts and profiles for Navy/Marine Corps Intranet (NMCI) systems, resulting in 20% improvement in processing time compared to previous procedures by leveraging NMCI Enterprise Tool (NET).

? Increased processing speed by 20% compared to previous rate by managing processing of SAAR-N forms for personnel entering and exiting command.

Certifications

CompTIA Security+ - Certified November 14, 2022; expires November 14, 2025

Clearance

Active Secret clearance dated 09/26/2021 / T3 investigation completed 09/23/2021

Publications

? ?Forensic Readiness: Why It Matters and What It Entails? ? Digital Forensics Paper

? ?A Tangled World Wide Web: The Impact of Cybercrime on Society? ? Cybersecurity Ethics Paper

? ?When Ripples Become Waves: The Titanic Inquiries and How They Changed Maritime Safety Policy? ? Thesis

? Physician?s Office IT Network Design ? A security architecture design for hypothetical healthcare information systems. Final project for CYBR 630.