

Kaitlyn Cooper

Washington, DC

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Professional Summary

Detail-oriented and data-driven cybersecurity specialist with a master's

in computer Forensics and Cyber Investigations. Proficient in vulnerability assessment, data recovery, and risk analysis, with hands-on experience in cybersecurity tools such as Nessus, Wireshark, and SIEM applications. Seeking a cybersecurity or analyst role to contribute technical expertise and a strong commitment to safeguarding digital assets.

Skills

- **Technical Proficiency:** Highly Proficient with office software (e.g., Microsoft Office Suite- Word, Excel, SharePoint, PowerPoint etc.) and tools for scheduling, data entry, and document management. Familiarity with Linux, Active Directory, Event Viewer, SQL.
- **Cybersecurity Tools and Security Frameworks/Standards:** NIST 800-53, OMB Circular A-123, Data Protection, Cryptanalysis, Data Recovery, Malware Analysis. Familiarity with Nessus, Wireshark, Network Miner, Autopsy, FTK Imager, Encase.
- **Data Management & Analysis:** Risk Assessments, Incident Response, System Vulnerability Analysis, and Compliance Documentation.
- **Organizational and Communication Skills:** Efficiently managing schedules, tasks, and resources to ensure smooth operations. Clear and professional verbal and written communication with team members, clients, and stakeholders.
- **Time Management:** Prioritizing tasks effectively to meet deadlines and maintain productivity.
- **Event Coordination and Multitasking:** Assisting in planning, organizing, and executing events and meetings. Managing multiple tasks and responsibilities simultaneously while maintaining attention to detail.
- **Customer Service and Problem-Solving:** Providing professional support and assistance to clients, guests, or team members. Quickly identifying issues and implementing effective solutions.
- **Confidentiality and Adaptability:** Handling sensitive information with discretion and professionalism. Adjusting to changing priorities and workplace dynamics.

Education

University of Maryland Global Campus, Adelphi, MD

Master of Science in Computer Forensics-Cyber Investigations

University of Maryland, College Park, MD

Bachelor of Science in Animal Science

Certifications

- **COMPTIA Security+** (In Progress)

Professional Experience

Mid-Atlantic Animal Specialty Hospital

Vet Technician

March 2020 – Present

- Maintain up-to-date knowledge of the industry's best practices and standards.
- Facilitate quality analysis and risk management processes to identify acceptable risk levels in the work environment.
- Develop compliance documentation and corrective action plans.
- Complete hourly treatments on all patients in hospital and administer medications as necessary.
- Serve as a primary point of contact for troubleshooting and resolving customer issues related to products or service.
- Conduct information security assessments to identify vulnerabilities and ensure compliance with organizational security protocols. Maintain and develop compliance documentation and corrective action plans.
- Research and analyze customer support trends, developing standardized solutions and feedback mechanisms for recurring issues, contributing to a problem resolution knowledge base.
- Communicate technical information to non-technical audiences, provide initial briefings to interpret client needs, and present audit findings to management.
- Demonstrate knowledge of animal care and health to provide treatments to patients while in the hospital.

- Demonstrate exemplary communication skills by properly relaying information from doctor to a patient's owner via telephone, and email.
- Develop plans and take-home instructions for discharged patients.
- Coordinate with other teams to assist in the installation of programs to better secure patients' information using Avi mark Software.

Cookielyn & Company Catering LLC

Personal Assistant (Part-time)

August 2016 – Present

- Assist in developing and implementing process improvements to enhance client service and internal operations.
- Manage engagement responsibilities, including project scheduling, quality reviews, and client communication.
- Supervise junior resources, provided training, delegate tasks, and maintain detailed client logs and reports.
- Use Word, PowerPoint, and Excel to create forms, documents, and logs.
- Assist in the development and implementation of new processes, procedures, and systems to improve customer service.
- Assist in the planning and coordination of events.
- Design promotional materials, including flyers and subscriber emails.
- Oversee website management and updates.
- Support food preparation and service operations.

Graduate Coursework

University of Maryland – Computer Forensics

- **Incident Response Management:** Led data breach response projects, applying NIST Risk Management Framework (RMF) for effective incident handling.
- **Data Recovery Tools:** Practiced using FTK Imager, Autopsy, and Encase for comprehensive data recovery.
- **Packet Analysis:** Utilized Wireshark and Nessus for network monitoring, data recovery, and threat detection.
- **Compromised System Mitigation:** Identified signs of compromised systems and developed mitigation strategies to reduce risk.

Accomplishments

- **Senatorial Scholarship Recipient** (2013-2014)
- **President, Minority Cohort Society** (2012-2013)
- **National Society of Collegiate Scholars** (University of Maryland, 2016)
- **National Society of Leadership & Success** (University of Maryland, 2019)
- **Community Partner Service Award, Light House Baptist Church** (2022)