

Seasoned, forward-thinking, solutions-oriented Technology professional, Quick-study, Flexible, Great with people, combining experience and education into a solid understanding of business processes, legal perspectives, and realms of technology. Experienced in analyzing, developing, implementing, and maintaining technology. Exceptional research, analysis, and writing skills. Seeking to leverage evolving competences against challenges in Information Technology (IT), Information Assurance (IA), Systems Analysis and Management.
Security Clearance Level: Public Trust

TECHNICAL/BUSINESS QUALIFICATIONS

Admin/Financial: QuickBooks, TimeWolf

Admin/Project Management: Microsoft Office Project, Microsoft Office VISIO, SmartDraw

Admin/Security: Wireshark f/k/a Ethereal, Baseline Security Analyzer, Look@LAN, Network Stumbler, 3D Traceroute, Wikto, Crowbar, Nessus, MS Network Monitor, Secutor Prime, Secunia PSI

Backup: Acronis True Image, Veritas

Business Documentation: Requirements Matrix, ERDs, Network Diagrams, Use Case scenarios, Needs Assessments, Executive Summaries, Security Proposals, Security Plans, Annual Reports, Financial Reports, Research Papers, Training Manuals

Database: Microsoft Access, Oracle 10g/9i

Hardware: Mackie line mixers, Behringer processors, DOD processors, Dell, Toshiba, HP, Canon, Xerox, DAT, Printers, Scanners

Information Assurance: FISMA, HIPAA, SOX, NIST SP800 – 12, 14, 16, 18, 26, 30, 31, 34, 50, 56

LAN: Active Directory, DNS, TCP/IP, OSI structure

Legal: TABs, TimeWolf, QuickBooks, Summation, Sanction, Lexis/Nexis CaseMap, Concordance, Trial Director, LAW, RealLegal E-Transcript, IKON, TrackIt, SmartDraw, LEXIS/NEXIS, WestLaw, EDGAR, Dun & Bradstreet, PACER/ECF

Media: *Audio/Sound Recording:* Steinberg Cubase and WaveLab; *Desktop Publishing:* MS Publisher, Adobe Acrobat, PageMaker and PhotoShop, ScanSoft PDF Professional and OmniPage OCR, Corel Draw and PhotoPaint, Painter, Bryce, Poser, Caligari TrueSpace; *Entertainment:* MS Media Center; *Web Publishing:* Fireworks, HomeSite, Swish, SharePoint 2007

Office Suites: Microsoft Office Professional, WordPerfect Office

Operating Systems: Windows 2000-2003, XP, Vista

Programming: SQL – Intermediate, C++ -- Introductory, Visual Basic.Net – Introductory, HTML -- Advanced

Servers: Windows 2000/2003 Servers, Exchange Server

EXPERIENCE

Lockheed Martin, Washington, DC

2008 - present

Technical Trainer

- SharePoint 2007 New Site Designer, Content Developer
Performed Systems Integration Business Analyst duties. Responsible for the design and development of SharePoint Web Sites for the U.S. Department of Justice, Civil Division Branches working in collaboration with SharePoint Developers, Consultants, and Client Stakeholders.
 - Provided guidance, insight, and technical perspective to a Client's Branch Tech Committee with regard to concept, design, and development of SharePoint Sites
 - Analyzed Client's business requirements with regard to development of multiple SharePoint sites
 - Created Requirements documentation
 - Created Use Case scenarios
 - Compiled and conceptualized design requirements into new SharePoint sites
 - Experienced creating and managing groups and permissions within SharePoint
 - Experienced with SharePoint Web Content Development and Management
 - Co-Responsible for research and development of eDiscovery site content in a team effort
 - Migrated Intranet and Internet content to SharePoint Sites
 - Experienced working with workflows within SharePoint
 - Researched SharePoint literature for training manual development
 - General understanding of Active Directory and its role within SharePoint
 - General understanding of databases and their utilization with SharePoint 2007

- On-Siter: Litigation Technical Support Management Consultant
Performed Business Relations Management duties. Responsible for providing technical guidance for discovery and data management, office management, trial preparation, and software technical training.
 - Developed eDiscovery Best Practices across an EDRM model
 - Developed Guide for Technology Support across the Litigation Lifecycle
 - Led discussion groups with focus on trial strategy and Litigation Support Technology
 - Provided Technical Training and Guidance for:
 - LAW (Legal Access Ware)
 - CaseMap/TimeMap
 - Concordance
 - Adobe Acrobat Security
 - Summation
 - DocumentDirector/TrialDirector

Jace W. Ball Creative Enterprises, Takoma Park, MD

2005 - present

IT Consultant (Self-employed) (2005-present)

- Consultant with regard to software and hardware recommendations to clients
- Developed and implemented multi-layered security architectures
- Installed and configured wired and wireless networks, access points and Internet connections
- Installed and configured hardware peripherals and software including Backup software

Feder Semo & Bard, P.C., Washington, DC

1986 - 2005

Information Coordinator (2001-2005)

- Information Systems: Databases, Software, Hardware
Performed IT Director, Systems Analyst, and Database Architect duties. Responsible for the research, analysis, and preparation of systems recommendations regarding new software and hardware solutions, and the re-utilization of legacy systems.
 - Analyzed, designed, developed, implemented, and maintained relational databases to manage litigation discovery efforts, library and technological assets, and client related information
 - Increased Firm efficiency through the design and development of an Access database migrating the Firm from a paper and folder storage system to a cyber-storage system
 - Increased Firm efficiency and effectiveness by reducing the type and number of printers needed to meet Firm output demands
 - Managed Help Desk: providing user assistance troubleshooting computer software and hardware issues and communications systems problems, then implementing required solutions
 - Authored instructional manuals and provided IT training regarding Firm's systems
 - Developed and designed Prototype Website providing Firm management with a focal point for clarifying discussions with regard to potential website content, style, and design, leading to the development of a quality informative web presence for the Firm
 - Managed Firm's Website
 - Supervised outside vendors
- Information Security
Performed Information Assurance and Disaster Recovery Management duties. Responsible for research and Implementation of security policy and procedures, scanning for patch needs, malware threats, and configuration vulnerabilities, and implementation of incident response and disaster recovery measures.
 - Installed, configured, and Implemented encryption software to meet HIPAA security standards assuring the confidentiality, integrity, and availability of client data transfers
 - Researched virus, Trojan, and malware attacks, cleaned and restored infected systems
 - Implemented security upgrade patch program for laptops utilized for Firm business
 - Monitored Workstations for policy compliance
 - Developed Outlook Email filters to restrict threats from explicit sites
- Systems Administration
Performed basic Windows 2000/2003 Server and Exchange Server LAN Administration duties
 - Managed Active Directory accounts, administered permissions
 - Researched and resolved connectivity issues involving workstations and other network

components, PDAs and synchronization with MS Outlook, LAN and WAN

Chief Paralegal (1986-2005)

- Prepared Annual, Semi-Annual, and Quarterly Reports to Clients
- Developed new methods for data analysis and preparation of reports to clients, producing more efficient processing and presentation of information
- Managed delinquent contribution collection activities of outside Collection Counsel bringing accountability into a unified process coordinating all collection efforts and results through a central database
- Reviewed implementation of contractual obligations under Collectively Bargained Agreements
- Managed Litigation Support: Supervised heavy litigation support vendors, PACER/ECF filings, Coding and Data entry, Database management, OCR conversion, Document analysis, Quality control
- Coordinated and processed requests for production of evidentiary materials in large scale litigation cases
- Attended Congressional hearings, analyzed testimony, and prepared executive summaries of relevant information
- Oriented Attorneys and Time-Keepers to Firm's IT assets and Billing software

RESEARCH and CREATIVE ACCOMPLISHMENTS

- "Bioterrorism: Anthrax, Sarin, and Smallpox What Can Be Done", Paper on the prospects of disaster recovery in the event of a bioterrorism attack, to be reprinted as a chapter in an ICFAI anthology tentatively titled *Bioterrorism* forthcoming in early 2009
- "Cyberwar the Weak Link in the Infrastructure", Paper on the issue identifying the weak link in security as applied to the various elements that have been considered the essential infrastructure of the United States commonly referred to as SCADA
- "Biometrics", Paper on biometric systems and their utilization as security systems
- "Internet Security: Intrusion, Spoofing, and SYN Floods", Paper on the prospects of Web site security and intrusions
- "Digital Millennium Copyright Act", Paper on the Digital Millennium Copyright Act (DMCA) Provisions for Copying or Reverse Engineering a Work of Art and the DMCA Security Considerations -- Affects on Organizations Today
- "Internet Neutrality", Paper on issues raised regarding Internet neutrality
- "Backing Up Your System", PowerPoint presentation on the fundamentals of implementing a system backup
- "InsInventory", Access database designed for maintaining an inventory of personal property for insurance or personal purposes
- "TROUBLETICKETGP", database designed and developed for both Oracle 10g and Access to manage Help desk trouble tickets and service (responsible for logical design schema and ERDs in a group project)
- "ERISA Fiduciary Responsibilities and Collection of Delinquent Contributions" PowerPoint presentation covering the fundamentals regarding collection of delinquent contributions obligated under ERISA Collectively Bargained Agreements
- "Can Access Consciousness Qualify as Computer Consciousness? Or, So What If My Computer Can't Cry!", Philosophy paper on ascribing Access Consciousness, as presented by Ned Block, to Artificial Intelligence, accepted for poster presentation at TSC HK 2009, the Center for Consciousness Studies, University of Arizona
- *Genesis, Involvement, Generation*, University Press of America, a Roman and Littlefield imprint, Washington, DC, 1981. A Monograph in Philosophy on Solipsism, Philosophy of Mind, Consciousness, Reality, and the Self

EDUCATION

BS in Information Systems Management (IFSM), *magna cum laude*, **2005 - 2007**
University of Maryland University College, Adelphi, MD, GPA: 3.947 overall, GPA 4.0 in IFSM
Certificate in Information Management, University of Maryland University College
Certificate in Legal Studies, Antioch School of Law, Washington, DC
BA in Philosophy, *magna cum laude*, University of Southern Maine, Portland, ME
National Student Exchange Participant, University of Oregon, Eugene, OR