INFORMATION TECHNOLOGY
SAMPLE PORTFOLIO

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PURDUE UNIVERSITY® GL⊕BAL

EDUCATIONAL GOAL STATEMENT

My short term educational goal is to obtain a Bachelor of Science degree in Information Technology. My long term educational goal is to obtain a Masters degree in Education or Cybersecurity.

In 1970 I was several credits short of obtaining a degree in Mathematics from the University of Texas. At that time my student draft deferment expired and I was drafted into the US Army. I served for a year in Vietnam as an interpreter/translator for the Army Security Agency. After I returned home from the war I needed to earn a living and was unable to return to the university to finish my math degree.

Over the years I kept putting off completing my degree. During my working career I never found the lack of a college degree to be a detriment in obtaining employment and advancing in my career as a consultant in Information Security & Privacy. However, after my retirement I find that I wish to have a second career as an instructor/lecturer in my career field of security and privacy and require a college degree in order to do so.

Since childhood I have been a voracious reader. As a result I have become an autodidact in several areas of interest to me. I can claim a deep knowledge of Military and Civil War history, the preColumbian history of Central and South America, and general European history from medieval times to the present.

One of my volunteer activities in retirement has been as a reader at an organization for the blind and dyslexic. I record text books for visually and learning disabled high school and college students. I have recorded texts on Engineering Mechanics, Chemistry, Physics, Biology, Zoology, Statistics, Law, Computer Programming and Philosophy. In addition to providing this service to visually challenged students I provide service to myself in becoming more knowledgeable in all the areas mentioned.

Even if I did not plan to pursue a second career in education I would still keep reading and learning for the pleasure that such activities bring to me. I feel that all people should continue to learn their whole lives to enrich themselves intellectually and to become more informed and involved citizens.

EXPANDED RÉSUMÉ ENTRIES

Employer History

IT Corporation
Armonk, NY

Managing Certified Consultant Position Direct Hire Start/End Date: 3/1999 - 2/2014
Role/Responsibilities: My position with IT Corporation was as an information security &
privacy consultant. I created proposals and conducted assessments for clients and internal
IT Corporation customers related to computer & Internet security & privacy. I developed
mitigation plans to remediate security & privacy vulnerabilities. I assisted clients in preparation
for security audits for HIPAA-HITECH, FFIEC, SOX, GLB, FDIC. I created several project
proposals that were accepted by clients and I acted as project manager for several engagements
directing other consultants in providing services to clients and internal customers.

Education and Technical Skills

Skill: Computer Security and Privacy
Level of Mastery: Expert
Start/End Date: 6/1992 - In Progress
Type of Training: On-the-Job Training

Skill: Microsoft Office
Level of Mastery: Advanced
Start/End Date: 3/1999 - In Progress
Type of Training: On-the-Job Training

Skill: UNIX Systems Administration
Level of Mastery: Expert
Start/End Date: 6/1981 - 2/2014
Type of Training: Training Programs

Skill: UNIX Command-line Programming
Level of Mastery: Advanced
Start/End Date: 6/1992 - 9/1998
Type of Training: On-the-Job Training

Skill: VAX/VMS Command Programming
Level of Mastery: Expert
Start/End Date: 3/1986 - 3/1992
Type of Training: Training Programs

LEARNING AUTOBIOGRAPHY

When I was four years old I began my life-long learning journey by teaching myself to read. My older sister would sit with me and help me to read the simple books from her elementary school class. One I had obtained this skill I wanted to read anything I could find: the newspaper, the back of the cereal box – anything and everything. When I started to school at age six I could read so well that I was advanced to the second grade after two weeks in the first grade. During elementary school and high school, I continued to learn at a rapid pace. This included mastering the trumpet and being in the marching bands in junior high school and high school.

When I reached high school I took college preparatory classes such as Trigonometry, Analytic Geometry and Physics. I studied the German language and assisted in writing a play in German called 'Fledermausmann' based on the popular Batman television show. I also participated in athletics as the springboard diver for the swimming team. I found I had a genuine interest in science and mathematics and determined that I would combine the two by seeking a degree in Electrical Engineering when I went to college. I graduated in the top ten percent of my high school class and was eagerly looking forward to beginning my college career.

I began my college career at The University of Texas at Austin in 1966. As part of the introductory program of the college of Engineering, I was introduced to computers and programming by writing a simple FORTRAN language program to solve for the hypotenuse of a right triangles. This activity introduced me to programming concepts such as conditional statements, branching and syntax of commands. This was time consuming because, in those days, programs had to be typed onto Hollerith punch cards. The punch cards were then submitted to the computation center to be executed on the mainframe computer. One would return the next day to pick up the program output. This was not very conducive to rapid troubleshooting! This restriction caused me to be very careful about command syntax as there was no backspace on a punch card! During my college years I also took classes in assembly language programming and learned about how software interacts with the hardware to turn 0s and 1s into data that is readable and usable by humans. During my four years at the university I took courses that would prepare me for a career in Engineering such as calculus, engineering mechanics, drafting and computer programming. These courses taught me the discipline and focus that I would require in any technical career that I might pursue in the future. At the beginning of my junior year I changed my major field from engineering to mathematics. I had become more interested in theoretical subjects than in scientific applications of engineering.

Before I could graduate from college, my student draft deferment expired and I was drafted into the US Army. The Army discovered that I had an aptitude for languages and was trained for a year in the Vietnamese language. I spent a year in Vietnam as a translator/interpreter in the Army Security Agency. When I returned home after the war I needed to earn a living and so did not return to college to complete my degree.

After several years of attempting to be successful as a musician and singer, I attended Southwest School of Electronics and obtained a graduate certificate that allowed me to seek

Symbolics w̶ ... and I moved on to a position with Digital Equipment Corporation. At DEC I again used my growing knowledge of computer architecture, operating systems and applications as a customer support engineer. I attended several training classes at DEC including VAX/VMS architecture, VMS command programming, and VMS and UNIX

IT402: IT Consulting Skills

Institution
Purdue University Global-Online

Course Description

This course will introduce you to the theory and practice of IT consulting. You examine the processes and techniques associated with the consulting field. Business aptitude skills will be taught including communication, ethics, presentation, and leadership skills. Additionally, project definition and analysis, project planning, gathering user and project requirements, executing projects, time management, and the history of consulting will be examined. Through case studies, you prepare a project proposal and a persuasive presentation for an organization.

Credits Offered
6.00 credits

Learning Statements
- Executed consulting processes and techniques in 15 year career as Information Security & Privacy consultant.
- Identified client business and regulatory requirements for technical consulting projects.
- Assessed clients' information security processes and procedures in relation to ISO 27001 and ISO 27002.
- Created detailed project proposals for several client technical consulting projects.
- Interpreted technical issues for business leaders during technical consulting projects.
- Presented final project reports to clients using Word and PowerPoint
- Managed teams of consultants for several technical consulting projects.
- Scheduled conferences with client project managers to keep client informed as to project problems and successes.
- Understand historical influences that act on contemporary culture such as Vietnam, the Digital Revolution and the World Wide Web.
- Prepared weekly consulting project reports for client managers and supervisors.

PRIMARY DOCUMENTATION

Letters From the Supervisor

November 5, 2014

RE: Work Experience of David

Dear Sir/Madam:

I am currently an Associate Partner with ▮▮▮▮▮▮▮

From 1999 to 2014 I worked with David ▮▮▮▮▮ as a peer, manager and second line manager in ▮▮▮▮ Security Services teams.

During the period David worked with, and for me, and on my teams David was focused on a particular aspect of security consulting – Security Standard Policies and Procedures (SSPP).

David was first a consultant and second a security practitioner.
As a consultant David followed a standard process for data collection, data analysis and report writing. David is an accomplished expert in his area, of policies and procedures. As an expert, he was often assigned to develop proposals and SOWs (statements of work, or contracts), plan his engagements and deliver them, either as a solo practitioner, or as a team leader. These efforts required a variety of specific skills, including:

- Project Planning and Scheduling
- Data Collection techniques, including direct research, review, questionnaires, interviews and sampling
- Data Analysis techniques, including comparison to best practices, International Standards (BS17799, ISO, NIST, etc.) and to industry benchmarking
- Creation of Deliverables, including both assessments and new or revised Policies, Procedures and Standards
- Creation of Project Status Reports
- Management of a project budget

Deliverables and communications were tailored to client requirements, so David would use a variety of technical tools, including:

- Word Processing Software (MS Word, Lotus Symphony, etc.)
- Presentation Software (MS PowerPoint)
- Project Planning tools (MS Project; Excel)
- Data Analysis tool (MS Excel, etc.)

David would deliver his materials, in written form, as presentation decks, and by actual presentation of the material in person to customer groups. All of our consultants are held to a high standard for written and verbal communications, and David was no exception. In fact his communication and writing skills were so good that I frequently asked him to proof read or re-write material prepared by other practitioners. I would judge David's communication skills to graduate school level, but in fact he's a bit better than that. He can actually make technical material understandable to corporate executives who have no knowledge of security. And that is hard.

PRIMARY DOCUMENTATION

Letters From the Supervisor

November 20, 2015

To Whom It May Concern:

I had the pleasure of working with and supervising David ████ from 1999 to 2014. My role at ████ was as a Global Security Program Manager. During our working relationship, I started out as a mentor to Dave. We worked together on a number of engagements as peers doing assessments and writing of policies, procedures and standards. As our working relationship continued, I was the engagement manager on a number of engagements where Dave was a member of the team.

I observed Dave both as a solo practitioner and working with and managing groups of ████ consultants. His duties were to perform as an information security & privacy consultant to provide external clients and internal ████ entities security & privacy expertise in assessments, staff augmentations, vulnerability mitigations and compliance to laws and regulations. His individual contributor role, he not only provided overall security expertise and knowledge, but has special in-depth knowledge of older operating systems. He had to write special programs for that older operating system to extract and collect information that was essential in our evaluation of the security of that system. As a member of a team, he again used his expertise and knowledge to help complete very complex assessments with great skill and always provided the deliverables on time. He was always willing to help out other team members who needed help. He was a great asset as a solo practitioner and as a team member. If Dave wanted to come back and work with or for me I would hire him.

Sincerely Yours

SECONDARY DOCUMENTATION

Certificates and Awards

The Consultant
Certification Board has confirmed
the candidate's knowledge, skills, and contributions.
Thereby,

David ▆▆▆▆
is certified in the

▆▆ Consultant Profession

with all the honors, privileges, and responsibilities
pertaining thereto.

July 1, 2001

GM, Consulting Services - Americas