**Jennifer J. Kennedy**

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**Career Summary:**

Highly-professional and talented Network Security Administrator with a solid experience in developing, administering and managing security of the entire network and protecting it from both external and internal threats and vulnerabilities. Possess strong analytical, problem-solving, organizational, and communication skills with in-depth knowledge of network security maintenance and Internet security protocols.

**Summary of Skills:**

* More than 4 years of experience in administering and maintaining network security along with the strong knowledge of network topologies, ISP, network analysis and design techniques, configuring and maintaining firewalls, network or server monitoring or administration as well as risk analysis and evaluation
* Strong experience of monitoring and reporting network or system vulnerabilities as well as thorough understanding of using anti-virus systems, Linux, Windows Operating System, IPsec VPN technology
* Proficiency with MS Office Suite applications, security assessment tools such as Wireshark, Nmap and Aircrack as well as various network troubleshooting tools like Ping, Route, and Netstat
* Good experience of working in a team-oriented and collaborative environment
* Strong analytical and problem-solving skills to provide simple solutions to a wide range of complex network security related problems
* Strong organizational, communication, and documentation skills

**Work Experience:**

Network Security Administrator

ConsultNET Corporations, Springfield, MA

April 2016 – Present

* Performing day-to-day monitoring of network security and performance of organization's system as well as identifying and resolving potential security threats, and vulnerabilities of networks
* Conducting security audits, risk assessments, and vulnerability analysis to enforce effective security policies and procedures that prevents theft or disruption of operations
* Monitoring and analyzing potential security violations as well as recommending corrective actions
* Researching and recommending the purchase of new products and technologies, and devising effective network strategies
* Educating and communicating network security requirements and procedures to all users as well as developing strategic and tactical plans, standards, guidelines and policies for network resources
* Recommending, scheduling and performing necessary network enhancements and upgrades as well ensuring firewalls, intrusion detection and various other security systems are kept up-to-date and functional
* Administering, maintaining and updating anti-virus as well as tuning and configuring firewalls for peak performance
* Generating documentation and producing various reports for all procedures performed.

Junior Network Security Administrator

Latitude Groups, Springfield, MA

December 2014 - March 2016

* Maintained and managed network, firewall and related hardware and software that secured the organization's network from various threats or technical vulnerabilities under the supervision of senior network security professionals and management
* Kept abreast of the latest industry trends, issues and emerging technologies as well as offered recommendations for the development of network security policies and processes for the organization
* Performed intrusion detection analysis in an efficient manner as well as provided alternative solutions for requests that violated security policies
* Maintained system documentation and configuration data for regulatory and audit purposes as well as evaluated, and performed planning, testing and implementation of software and hardware upgrades
* Ensured best network security practices were implemented by auditing that included router, switch and firewall configuration, access controls, systems change control and monitoring
* Assisted in managing, monitoring and updating malware protection systems as well as maintaining firewalls, and managing web proxy appliances
* Created security baselines using best industry practices and configuration standards as well as ensured network device configuration and settings complied with established security baselines

Entry-level Network Security Administrator

Apex Inc., Waltham, MA

September 2013 - November 2014

* Assisted Network Security Administrator in securing or safeguarding organization's computer network and systems as well as providing remote administration and support for important network security applications
* Assisted in analyzing and offering solutions related to network security needs and system performance issues as well as in providing comprehensive documentation of computer security policies and procedures
* Assisted with data security, backup administration and maintenance
* Ensured compliance with security policies by implementing best security practices
* Identified and resolved problems or issues when installing and upgrading systems and software
* Assisted internal system users with network security issues in a timely and professional manner
* Supported complex projects requiring networking knowledge by coordinating with technical, non-technical teams and clients
* Assisted in the design and maintenance of multi-server environment, including IP address schemes, DNS, WINS, etc.

**Education:**

* Bachelor's Degree in Computer Science  
  Bentley University, Waltham, MA, USA  
  2013

**Reference:**

On request.