Andrey Dubovik

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Objective:

A dedicated and driven individual with a passion for business and technology seeks to leverage skills in business administration and computer science to contribute effectively to innovative projects, foster growth, and drive success with a dynamic organization.

Core Qualifications

Technical Skills:

Proficient in network security principles and protocols, including firewalls, intrusion detection systems, and encryption techniques.
Knowledgeable in configuring and managing security infrastructure and endpoint security solutions.
Familiar with compliance framework and regulations such as GDPR, HIPPA, PCI DSS.
Security Tools: Wireshark, Nmap, Nessus, Splunk.
Operating Systems: Windows, Linux (Ubuntu), Apple OS, MS-DOS.
Programming Languages: Python, C++, C#, JavaScript, HTML, PowerShell.
Security Standards: NIST, ISO 27001, CIS.
Incident Response: Familiarity with handling security incidents and breaches.
Advance computer skills using applications, repairing, maintaining Microsoft Windows or Apple OS operating systems.

Business Skills:

Strategic Planning: Knowledgeable in developing and implementing long-term business strategies to achieve organizational objectives.

Project Management: Competent in leading cross-functional teams to deliver projects on time.
Financial Analysis: Proficient in analyzing financial data to inform decision-making, budgeting, and forecasting.
Market Research: Familiar with conducting market analysis to identify trends and opportunities.
Communication: Capable of delivering complex ideas clearly and effectively to diverse groups.
Negotiation: Have persuasive skills to achieve mutually beneficial agreements with clients, vendors, and partners.
Data Analysis: Skillful in utilizing technology to analyze data and creating visually appealing and informative presentations to drive informed business decisions.
Leadership: Talented in motivating and guiding teams towards common goals while fostering a collaborative and inclusive work environment.

Education

Sul Ross State University, Alpine, TX. Bachelor's degree in computer science with concentration in Cybersecurity and minor in Business Administration. 2023

El Paso High School, El Paso, TX. HS Diploma. 2003

Languages

Russian- Native, Byelorussian- Native, Spanish- Intermediate

Academic Projects:

Network Traffic Analysis

Conducted packet analysis using Wireshark to identify potential threats and vulnerabilities within a simulated network environment.
Analyzed network logs and traffic patterns to detect unauthorized access attempts and potential data exfiltration.
Presented findings and recommendations for security enhancements to a panel of faculty and peers.

Vulnerability Assessment

Utilized Nessus and Nmap to perform vulnerability assessments on a test environment.

Generated comprehensive reports outlining identified vulnerabilities and proposed remediation strategies.
Collaborated with team members to prioritize vulnerabilities based on potential impact and severity.

Certifications:

CompTIA Security+ (In Progress)

General Work Experience

Technical Support Spec II
July-2024-Current
Sul Ross State University
- **Manage Help Desk tickets in a timely manner**
- **Respond to customer issues via phone, email and computer chat**
- **Provide customer assistance**
- **Document customer interactions**
- **Run diagnostics to resolve customer reported issues**
- **Escalate issues to the next Tier with next level of difficulty**
- **Install, make changes and repair computer hardware and software**
- **Follow-up with customers to ensure issues are resolved.**

Substitute Teacher -Part Time
January 2024-Current
Alpine Middle School-Alpine, TX
- **Manage classroom behavior.**
- **Interpret- lesson plans.**
- **Create reports to inform the students' permanent teacher of their success.**
- **Take attendance.**
- **Explain homework.**
- **Maintain classroom cleanliness.**
- **Facilitate the lesson plans left by the teacher.**
- **Collect assignments and store them safely.**
- **Leave information for the teacher about what occurred in class.**
- **Ensure that students are let out of class on time.**

Remote Scorer -Contract
March 2024-Current
NCS Pearson, Inc
- **Evaluates student responses to open-ended questions in a reliable manner and scores according to customer supplied scoring guide.**
- **Successfully internalizes training and customer scoring guide.**

OVER-THE-PHONE AND ON-SITE INTERPRETER SERVICES- Russian and Byelorussian
Independent Contractor
Cyracom International
January 2021- Current
- **Provides meaning-for-meaning interpreting.**
- **Follows interpreter protocols and procedures as required by Cyracom clients.**
- **Follows all Cyracom policies and procedures related to information confidentiality and interpreter ethics.**
- **Continuously improves vocabulary and specialized subject matter knowledge, as required for various clients, such as medical, legal, social services, etc.**

Bank Teller- Full Time
West Texas National Bank-Alpine, TX
June 2020-October 2023
- Processing routine account transactions at the bank.
- Cashing checks, depositing money, issuing withdrawals, and collecting loan payments.
- Tracking, recording, reporting, and storing information related to transactions, bank supplies, and customers, ensuring all information is accurate and complete.
- Maintaining and balancing cash drawers and reconciling discrepancies.
- Packaging cash and rolling coins to be stored in drawers or the bank vault.
- Using software to track bank information and generate reports.
- Following all bank financial and security regulations and procedure

Supervisor- Full Time
Shopko Store-Alpine, TX
January 2017-May 2019
- Received and processed weekly freight.
- Placed promotional and sale signage.
- Performed inventory counts and pulls.
- Recruited, trained, supervised, and appraised staff.
- Supervised daily financial operation.

Pediatric Phlebotomy Technician – Full Time
Texas Children's Hospital- Houston, TX
February 2012- September 2017

Collected pediatric and adults blood specimens, processed other fluids specimens.

- Verified test requisitions by comparing information with nursing station log; alerted any discrepancies.
- Tracked collection specimens, wrote supply requests, and replenished needed supplies.
- Performed data entry of patient information, verified patient insurance, processed payments for outstanding balances.
- Assisted nurses with basic patient care.

More work history available upon request.

Reference

Thea Glenn

Professional

931-237-3324

Marina Kimball

Professional

432-538-2887

Riojas, Manuel

Professional

(956) 242-5474

Ray Marak

Personal

(254)627-1558