

# Sophia Martinez

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## SUMMARY

Dynamic Project Manager with over 6 years of leading cybersecurity initiatives and managing complex projects. Proven track record includes coordinating cross-functional teams to deliver impactful results that align with business objectives. Skilled in both Agile and Waterfall methodologies, providing effective project execution while ensuring comprehensive stakeholder communication. Strong organizational skills ensure timely delivery within budgets. Key achievements involve proactively identifying risks and translating cybersecurity requirements into actionable plans. Committed to fostering collaboration across departments, particularly focusing on risk management and regulatory compliance in high-pressure settings.

## EXPERIENCE

**Project Manager – Cybersecurity** June 2021 - Present  
SecureTech Solutions Naperville, IL

Oversee multiple critical cybersecurity projects that align with enterprise security strategies and regulatory requirements. Ensure exceptional project management practices by developing detailed plans and budgets, facilitating stakeholder coordination, and adapting to evolving project needs.

- Developed comprehensive project plans, timelines, and budgets for tracking resources effectively.
- Managed regular status reports and communications, addressing stakeholder inquiries promptly.
- Coordinated with Cybersecurity, IT, and Compliance teams to guide successful project execution.
- Proactively identified and mitigated risks while tracking milestones and deliverables.

**Project Coordinator** March 2018 - May 2021  
CyberSecure Innovations Elgin, IL

Supported project managers in delivering cybersecurity initiatives across various domains. Focused on maintaining documentation, streamlining communication, and facilitating alignment among diverse stakeholders during project lifecycles.

- Assisted in project planning and execution across multiple cybersecurity efforts.
- Maintained detailed and organized project documentation for team reference.
- Monitored milestones and provided timely updates to senior leaders about progress.
- Fostered collaboration and open channels of communication among functional teams.

## LEADERSHIP & AWARDS

- Awarded 'Outstanding Project Leadership' for consistently exceeding project expectations.
- Recognized as a top performer in team achievement at SecureTech Solutions for three consecutive years.

## EDUCATION

**Bachelor's Degree in Information Technology** 2017  
University of Illinois at Chicago GPA: 3.5 Chicago, IL

**Coursework:** *Cybersecurity Fundamentals, Project Management, Systems Analysis, Risk Assessment*

## CERTIFICATIONS

- Project Management Professional (PMP) 📅 2021
- Certified Information Systems Security Professional (CISSP) 📅 2020

## TECHNICAL SKILLS

- **Project Management Tools:** JIRA, Trello, Asana
- **Cybersecurity Tools:** Splunk, Nessus, Qualys
- **Data Analysis Tools:** Tableau, Excel, Power BI
- **Compliance Tools:** NIST, ISO 27001, PCI DSS
- **Communication Tools:** Slack, Microsoft Teams, Zoom
- **Risk Management Frameworks:** OCTAVE, FAIR, NIST RMF
- **Documentation Tools:** Confluence, SharePoint, Google Docs
- **Programming Languages:** Python, JavaScript, SQL
- **Web Technologies:** HTML, CSS, JavaScript

- **Development Methodologies:** Scrum, Kanban, Lean

### SKILLS

- Project Management
- Waterfall Methodology
- Incident Response
- Regulatory Requirements
- Cybersecurity Strategies
- Stakeholder Communication
- Cross-functional Teamwork
- Issue Resolution
- Risk Management
- Team Leadership
- Documentation Management
- Vendor Management
- Agile Methodologies
- Budget Management
- Compliance Frameworks

### PROFESSIONAL AFFILIATIONS

- Active member of the Cybersecurity Community Group fostering knowledge sharing.
- Volunteered as a mentor for local students interested in pursuing careers in information technology.

### LANGUAGES

- English (Native)
- Spanish (Intermediate)

### ADDITIONAL INFORMATION

**Work Status** : Authorized to work in United States. No sponsorship required.

### REFERENCES

AVAILABLE ON REQUEST