

JESSICA FRIMPONG

Woodbridge, | 5712440272 | jfrimpong1104@gmail.com

SUMMARY

As a dedicated and detail-oriented professional, I am eager to contribute my skills as an Administrative Assistant and Cyber Security Consultant Intern. My passion for organization and efficiency, combined with a strong foundation in cybersecurity principles, positions me as a valuable asset to your team. I am excited about the opportunity to support your operations while enhancing my knowledge in a dynamic environment. Together, we can achieve excellence and drive success.

EXPERIENCE

ODU Internal Testing Center

Jan 2024 - Present

Administrative Assistant

Norfolk, VA

Proofread content for typo-free emails and documentation. Followed up with examinees after completion of their exams.

- Maintained focused, inclusive and supportive learning environments.
- Communicated effectively with supervisor regarding any issues or concerns that arose during proctoring session.
- Monitored test takers to ensure exam integrity.
- Kept testing materials secured and confidential to prevent cheating.
- Managed time limits and other restrictions on exams.
- Performed administrative tasks such as filing paperwork, answering phones.
- Identified potential problems or irregularities during exams and took corrective action accordingly.
- Verified identification documents from each test taker prior to admittance into the testing area.

Dean of Health Sciences, ODU

Jan 2023 - Jan 2024

Administrative Assistant

Norfolk, VA

Proofread content for typo-free emails and documentation.

- Set up workshops, conferences and meetings by scheduling and reserving rooms and preparing supplies.
- Conducted research on various topics as requested by management.
- Ensured efficient operation of office equipment such as printers, copiers and fax machines.
- Greeted visitors and provided general information about the company.
- Answered phone calls and emails to provide information, resulting in effective business correspondence.
- Handled incoming calls and directed callers to appropriate department or employee.
- Handled incoming and outgoing correspondence, including email, mail, and package deliveries, ensuring timely distribution.

COVA CCI

Aug 2025 - Dec 2025

Cyber security consultant intern

Norfolk, VA

As a cybersecurity consultant intern, we work to help consultant smaller businesses with better cybersecurity practices. We work with NIST, the CIA triad and many other frameworks to help businesses create cybersecurity plans to better their businesses.

EDUCATION

Old Dominion University

2022 - 2026

Bachelor of Science, Cyber Security

West Potomac High School

2018 - 2022

High School Diploma

SKILLS

- Effective communication, Problem solving, Resourceful, Organizational skills, Professional demeanor, Active listening, Employee communications, Consulting