

Reflection Paper #5

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Throughout this internship I have continued to grow not only my technical knowledge but also my professionalism. One of the biggest lessons I have been learning is how to better separate my personal life from my work life. Working in an IT and cybersecurity environment has shown me the importance of maintaining a professional mindset while on the job, staying focused on responsibilities, and creating a healthy balance between work and personal time. Developing this balance has helped me become more productive during work hours while also allowing me to recharge outside of work.

During the last 50-hour reflection period, one of my accomplishments was researching and purchasing a Norton Antivirus protection plan for the company. After completing the purchase, I coordinated the distribution of the software so employees could begin protecting their devices. Being trusted with selecting and implementing a security solution gave me valuable experience in making decisions that directly contribute to the organization's cybersecurity posture.

I have also begun working on the technical sections of the company's employee handbook. This includes developing security protocols, creating guides for new employees, and documenting best practices for maintaining secure systems and protecting company information. Contributing documentation that will be used by future employees has reinforced the importance of clear communication and standardized security procedures within an organization.

Another responsibility I will soon be taking on is assisting with both the offboarding and onboarding processes for employees. I will be helping with the offboarding of a terminated employee by archiving company data, securing accounts, and wiping the employee's computer so it can be safely redeployed. At the same time, I will be assisting with onboarding a new employee by creating user accounts, configuring a new workstation, installing the required software, and ensuring the device is ready for use on their first day. This experience will provide valuable insight

into the full employee lifecycle from an IT and cybersecurity perspective while reinforcing the importance of protecting company assets and sensitive information during personnel transitions.

Looking ahead, one of my goals is to discuss transitioning from an unpaid internship to a paid internship. Over the past several months, I have taken on increasing responsibilities, completed projects independently, and continued contributing to both the IT and cybersecurity operations of the company. As my role continues to expand into areas such as endpoint security, employee documentation, and account lifecycle management, I feel that I have demonstrated the value I bring to the organization. I hope to continue growing with the company while contributing to an even higher level as a paid intern.

Overall, this internship continues to provide opportunities for both technical and personal growth. Each new responsibility has increased my confidence, strengthened my professional skills, and prepared me for a future career in cybersecurity.