

Faith Weems

Austinville, VA

(276) 920-1264

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Professional Summary

- Great oral, written, and personal communication skills
- Highly proficient in Microsoft Office (Outlook, Excel, PowerPoint, Word)
- Experience in Windows, Linux, and SQL programming language (queries)
- Knowledge of social institutions, community, and government service
- Ability to multi-task and meet tight deadlines without compromising quality
- College graduate looking for a position that offers growth and career opportunities
- Highly organized and detail oriented
- Possess strong mathematical and analytical skills
- Knowledge of laws, legal codes, court procedures, precedents, government regulations, executive order, agency rules, and the democratic political process
- Demonstrate leadership skills with high involvement in extracurricular activities

EDUCATION —

Radford University

*Cyber Security Certification,
January 2022*

Radford University

*Bachelor of Science in Political
Science/Pre-law, May 2020*

Wytheville Community College

*General Studies, magna cum
laude, May 2018*

Technical Skills —

Linux

Windows

SQL Programming Language
(Queries)

Microsoft Office (Outlook, Excel,
PowerPoint, Word)

Mainframe

Technical Writing

EXPERIENCE

Moog Inc. (contract)

12/2021 – 01/2022

Data Entry Administrative Assistant

- Enter personal employee information into databases
- Review all data for errors and report unusual findings to management
- Scan and print required documents needed to collect information for data entry

CivilianCyber

Cybersecurity Apprentice (Remote)

03/2021 – Present

- Access and detect network vulnerabilities
- Monitor, track, and analyze networks/ systems for potential security
- Create and QA a security policy for company
- Maintain awareness of cyber trends, threats, and vulnerabilities

PNC Bank (contract)

06/2021 – 11/2021

Financial Analyst 1 (Remote)

- Review active loan files to determine if any documents are missing, fraudulent, or supports the information provided by the customer.
- Utilize professional judgement to determine which potential borrowers represent good risk opportunities for the organization
- Decide what is acceptable and what is not during compliance review
- Understanding of regulatory, SBA guidelines and documentation (940, 941s, Schedule C, PPP reports, etc.)

Wells Fargo (contract) 01/2021 – 05/2021

PPP Loan Document Processor (Remote)

- Evaluate, authorize approval or deny applications for businesses
- Review active loan files to determine if any documents are missing, fraudulent, or supports the information provided by the customer.
- Calculate maximum loan amounts based on supporting documents and metrics
- Utilize professional judgement to determine which potential borrowers represent good risk opportunities for the organization

People Inc. (contract) 08/2020 – 01/2021

Workforce Services Specialist

- Assist both companies and unemployed individuals find employment
- Accommodate different individuals to place them in long-term and stable careers
- Work as liaison between employer and employee to focus on work concerns
- Review information to ensure that all individuals will be helped as needed

**Christopher Tuck, Attorney and Counselor at Law, P.C.
Intern 01/2020 – 05/2020**

- Assisted attorney in daily tasks both in office and in-court setting
- Assisted attorney in reviewing confidential documents
- Advised clients concerning legal rights and obligations with attorney's assistance
- Reviewed and implemented laws, legal codes, court procedures, precedents, and government regulations
- Provided administrative support, in all aspects, regarding client information

Lowe's 11/2019 – 05/2020

Customer Service Representative

- Increased customer satisfaction through resolving inquiries
- Protected company reputation, and loyal client base, by upholding Lowe's Standard of Conducts and Ethics
- Stocked and organized shelves/racks to maintain availability and visual appeal
- Engaged with customers to promote merchandise
- Assisted customers with item location, description, selection and purchase duties as required