

Kirstie Joseph

Cybersecurity B.S. and U.S. Navy veteran with a computer science foundation in Python and Java, strong systems knowledge, and experience operating in intelligence-style, high-pressure environments. Skilled in structured analysis, technical documentation, and rapid learning of complex systems.

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RELEVANT COURSEWORK

- Data Structures, Programming, Networking, Security Fundamentals

EXPERIENCE

Tidewater Community College | Norfolk, VA

Academic Administrative Assistant | 02/2023 - 05/2025

- Analyzed and resolved data integrity issues across regulated students information systems in compliance with FERPA standards
- Investigated record discrepancies, traced root causes, and applied policy-based remediation
- Maintained audit-ready documentation and traceable logs supporting institutional compliance reviews

Hospitality & Guest Services Roles

Various Locations – Miami, FL & Virginia Beach/Norfolk, VA

Server, Hostess, and Busser | 10/2021 – 01/2024

- Operated in high-pressure service environments requiring conflict resolution, customer safety decisions, and policy-aligned professional conduct.

U.S. Navy | Operational Specialist | 07/2017 - 02/2021

- Performed mission operations under strict procedural and security frameworks, requiring rapid analysis and accurate decision-making
- Documented operational logs and system reports with precision to support inspections and readiness audits
- Identified irregularities, followed escalation protocols, and reported potential risks through command channels
- Trained personnel on procedural compliance, operational discipline, and incident response protocols
- Conducted safety protocols, emergency drills, and risk-controlled procedures while adhering to mechanical standards and federal guidelines.

TECHNICAL SKILLS

Tools: Microsoft Office Suite, Google Workspace, Adobe Acrobat, Excel

Systems: Windows, macOS, basic UNIX/Linux familiarity

Development & Analysis:

GitHub, IntelliJ, PyCharm, log analysis, technical documentation

Languages: Python, Java

EDUCATION

Old Dominion University |

Norfolk, VA

Bachelors of Science Cybersecurity |

Expected Completion: Jan 2027

Tidewater Community College |

Norfolk, VA

Associates of Science | Computer

Science | Magna Cum Laude | GPA

3.6 | Jun 2025

OTHER

Troubleshooting, File & Document management, Cloud Storage (Google Drive, OneDrive), basic networking, virtual collaboration tools (Zoom, Discord, Teams)