

MARK WASSEF

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Midlothian, VA | (804) 956-7497

Education

Old Dominion University (Online)

Bachelor of Science in Cybersecurity

August 2025

GPA: 3.24

Brightpoint Community College

Associate of Science in Business Administration

December 2022

Skills

- **Operating Systems:** Windows, macOS
- **Software & Tools:** Microsoft Office Suite, Oracle E-Business Suite (OEBS), eVA, Perceptive, BOA Works, Cardinal.
- **Soft Skills:** Critical Thinking, Research, Analytical Skills, Attention to Detail, Teamwork, Adaptability.
- **Languages:** English, Arabic

Research

Department of Defense

July 2024 - August 2024

Old Dominion University - VICEROY

Navigating Network Security: Optimizing TCP/IP and IPsec for Satellites

- Collaborated on research and developed proposals for solutions to improve network security in satellite communications using TCP/IP and IPsec protocols.
- Utilized advanced research methodologies and cybersecurity principles to analyze network security vulnerabilities in satellite systems.
- Developed a comprehensive understanding of networking, cryptography, and securing sensitive communication systems in high-stakes environments.

Work Experience

Virginia State Police | Richmond, VA

April 2025 - Present

Accountants Payable Accountant - Full Time

- Use of department issued credit card for vendor payment, coding each payment correctly on BOA Works, as well as performing a monthly reconciliation.
- Process complex vouchers and travel expense reports through Oracle E-Business Suite (OEBS), ensuring compliance with state regulations.
- Experience processing payment of utilities for the state through OEBS voucher and SPCC payment.
- Perform audits to verify accuracy among Purchase Orders, Invoices, and Receiving Reports, ensuring precise three-way matching.

Virginia State Police | Richmond, VA

September 2024 - April 2025

Accountants Payable Accountant - Part Time (Wage)

- Process vouchers and travel expense reports using OEBS, maintaining accuracy and timeliness.
- Communicate with internal and external entities to resolve inquiries and potential operational issues.
- Review and approve Perceptive eTransmittals from sworn employees, verifying coding and making adjustments as needed.
- Prioritize multiple tasks effectively to meet deadlines while ensuring compliance with CAPP Manual and GAAP principles.
- Full compliance with rules and regulations, through the CAPP Manual, in addition to GAAP principles.

Virginia State Police | Richmond, VA

September 2023 - September 2024

Accountant - Financial Services Specialist I (22nd Cent. Technologies)

- Application of GAAP concepts and CAPP Manual policies to record and audit financial transactions, ensuring compliance with department policies.

- The utilization of eVA to run reports, matching Receiving Reports with their respective Purchase Order and Invoice, and processing payments through keying on the OEBS system.
- Conducting research, investigation, and analysis of financial data, ensuring accuracy and adherence to organizational procedures.
- Manage organizational documents and ensure secure record-keeping in accordance with department standards.

BB&T (Truist) | Richmond, VA

February 2018 - April 2019

Teller

- Process customer transactions and provide high-quality service, addressing inquiries and the resolution of any issues.
- Ensure transaction accuracy and compliance with banking policies.