

TATIAYNA L. SMITH

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INFORMATION TECHNOLOGY | CYBERSECURITY | NETWORK ADMINISTRATION | INFORMATION ASSURANCE

Versatile, results-driven professional with successful experience on the cutting-edge of cyber operations, information technology (IT), and communications-computer systems technology. Recognized by senior leadership and peers as a natural leader with a special talent for transitioning strategy into action and achievement. Collaborative experience defining projects specifications, establishing project goals and deliverables, and communicating objectives to inter-disciplinary project teams. Core competencies include:

- **Cyber Architecture & Infrastructure Planning**
 - **Information Assurance (IA)**
 - **Artificial Intelligence (AI)**
 - **Network Administration & Security**
 - **Project & Program Management**
 - **Training & Workforce Development**
 - **Intrusion Detection & Threat Analysis**
 - **Systems Analysis & Integration**
 - **Risk Management Framework (RMF)**
- **Security Clearance:** Held DoD Secret; adjudicated 05-2015
 - **Certifications:** CompTIA Security+ DoD Information Assurance Technical Level 2

PROFESSIONAL EXPERIENCE

UNITED STATES AIR FORCE • *First-line Manager/Supervisor*

Jun 2016 to Feb 2025

Information System Technology Specialist – 81st Medical Support Squadron, Keesler AFB, MS

Feb 2023 to Feb 2025

Professionally served in Air Force Medical Service Information Systems Technology specialty coded positions, overseeing 5-programs and \$150K budget that provided IT support for 64-bed hospital, 40 clinics and 1.7K medics in the Air Forces' 4th largest medical deployment platform.

- Served as the Medical Group Asset Manager for 12.7K devices worth \$19.1M, section Government Purchase Card holder, Cost Center Manager, and Timekeeper for \$3M in operations for 8-Areas of Responsibility. Served as Command and Control (C2) and Information Services Disaster Team member for an 887 sq. foot campus

Cybersecurity

- Played a vital role in ensuring the Air Force's network and systems were secure by designing, installing, and supporting them to prevent cyberattacks and maintain optimal performance
- **Cybersecurity:** Protected Air Force networks, platforms, systems, and data from cyber threats and vulnerabilities
- **System Support:** Installed, maintained, and troubleshoot computer systems and networks
- **Information Assurance:** Ensured the Air Force's data was accurate, reliable, and secure
- **Network Infrastructure:** Deployed, sustained, and repaired standard voice, data, and video network infrastructure systems and cryptographic equipment
- **Problem Solving:** Analyzed capabilities and performance, identified problems, and took corrective action
- **Security Programs:** Applied communication security programs
- **Cyber Warfare Operations:** Developed, sustained, and enhanced cyberspace capabilities to defend national interests from attack

Network Administration

- Effectively managed ongoing operation, security, and maintenance of contiguous Secure Internet Protocol Routing (SIPR), Non-secure Internet Protocol Routing (NIPR), and complex wide area network (WAN) environments
- Analyzed IT management needs and ensured spare parts, supplies, and operating essentials were requisitioned and maintained
- Supervises and performed maintenance management and administrative duties related to facility operations, maintenance, security, and personnel
- Ensured optimal system performance and reliability utilizing current and future multi-level security products collectively to provide data integrity, confidentiality, authentication, non-repudiation, and access control of the LAN and WAN
- Produced technical solutions for new requirements
- Continuously analyzed threats, vulnerabilities, network alarms, performance and interactivity between multiple platforms to identify and correct problem areas, optimize performance levels, and maintain an appropriate level of protection

Information Assurance

- Demonstrated advanced skill in protecting Air Force networks and systems from cyber threats, ensuring the confidentiality, integrity, and availability of information, and maintaining compliance with security policies. Duties involved tasks like vulnerability assessments, incident response, and security system maintenance.

- Responsible for safeguarding AF networks, systems, and data from cyber threats, ensuring they remain secure and operational
- Identified and assessed potential vulnerabilities in systems and networks to proactively mitigate risks
- Responded to and mitigated cyber security incidents, including investigating breaches and implementing corrective actions
- Ensured that AF systems and networks adhered to security policies and standards
- Maintained and updated security systems, software, and hardware to ensure they remained effective

Systems Administration

- Demonstrated ability to plan/coordinate installation, testing, troubleshooting, and maintenance of hardware and software systems
- Planned and scheduled the installation of new or modified hardware and operating systems and applications software
- Implement security procedures and tools; resolve hardware/software interface and interoperability problems
- Ensure the rigorous application of information security/information assurance policies, principles, and practices in the delivery of systems administration services
- Versed in managing and directing multi-disciplinary project teams comprised of technical and managerial professionals

Operating Systems

- Work involved the planning, installation, configuration, testing, implementation and management of the systems environment in support of the organizations IT architecture and business needs
- Work also included, but was not limited analyzing systems requirements in response to business requirements, risks, and costs; evaluating, selecting and installing compilers, assemblers and utilities
- Monitored and fine-tuned performance of the systems environment and ensured that information security/information assurance policies, principles and practices were an integral element of the operating environment

Selected Accomplishments:

- Coordinated with 8-point of contacts to secure \$96K in IT assets and facilitated 47 IT committee meetings to modernize 82 agency devices, driving agency's selection as Squadron Team of the 2nd Quarter
- Offset Wing's \$1M equipment deficit by partnering with 3-subject matter experts, expediting the hardware transfer of 2K assets and reducing security vulnerabilities by 50%
- Build 37 templates administering an AF to Defense Health Agency changeover for manpower expense reporting, certifying 814 system files, completing transition in 1-week, driving 81st Medical Support Squadron Team of the 4th Quarter
- 1 of 2 Medical Group Contract Managers for Verizon Wireless; scrutinized 40 sections, 572 documents and 236 phones, slashing waste and fiscal year 2023 costs by \$7.5K to achieve a 38% annual savings
- Researched and corrected 100 account and device records raising Medical Group's IT compliance 18% and propelling team to Top cyber score in Defense Health Agency, ranking #1 of 611 facilities

Health Administration Technician –633d Operational Medical Readiness Squadron, JB Langley-Eustis, VA Apr 2019 to Jan 2023

Clinic Group Manager/subject matter expert for Composite Health Care Systems; managed front desk operations, 10-templates/schedules for 4-clinics, supervised and developed 1-individual. Prepared, reviewed, and secured health records for Personnel Reliability Assurance Program Applicants profiles, coordinated with installation and Security Force Squadron monitors; safeguarded critical data/information.

- Planned, coordinated, and implemented health administration services for 1.6K beneficiaries, 10-providers, 3-Independent Duty Medical Technicians, 4-nurses, and 8-medical technicians for daily mission.

System Administration

- Planned and coordinated the installation, configuration, testing, troubleshooting, and maintenance of hardware and software systems to include modified hardware and operating systems and applications software; implemented security procedures and tools
- Resolved hardware/software interface and interoperability problems; ensured rigorous application of information security/information assurance policies, principles, and practices in the delivery of systems administration services

Technical Support

- Planned and delivered customer support services, including installation, configuration, troubleshooting, customer assistance and training, in response to customer requirements
- Work included, but was not limited to diagnosing and resolving problems in response to customer reported incidents; developing and maintaining problem tracking and resolution databases; installing, configuration, troubleshooting and maintaining customer hardware and software and providing customer training

Operating Systems

- Work involved the planning, installation, configuration, testing, implementation and management of the systems environment in support of the agency's IT architecture and business needs
- Analyzed systems requirements in response to business requirements, risks, and costs
- Evaluated, selected and installed compilers, assemblers and utilities
- Monitored and fine-tuned performance of the systems environment and ensured that information security/information assurance policies, principles and practices were an integral element of the operating environment

Project Manager

- Managed project team, defined scope, developed and managed project plans and project budgets
- Directed activities, project objectives, risk management, change control processes, and communications and ensured project compliance with the Project Management Methodology; coordinated, scheduled and assigned project tasks
- Maintained working relationships with client functional areas
- Accountable for overall planning and direction of projects typically requiring the utilization of resources both within the project team as well as coordination of resources outside the team.
- Developed project schedules, status reports and identified project risks
- Identified and scheduled project deliverables, milestones, and required tasks to meet project objectives
- Coordinated activities of project personnel to ensure projects progressed on schedule and within budget
- Evaluated progress and reported progress in terms of quality and performance metrics
- Effectively delegated project tasks and ensured successful task completion

Selected Accomplishments:

- Earned Project Management Certification
- Negated section AF career field manning gap; trained 9-personnel on 150 tasks/developed continuity system–increased clinic operations efficiency 55%
- Reinforced Defense Enrollment Eligibility System (DEERS) Add Alert program; validated 3K newborn beneficiary enrollments; averted \$1.9M off base costs
- Performed command and control functions prior to Missile Combat Crew activation; oversaw \$2.7M in equipment/supplies; supported 635 facilities and \$10.2B in assets

FORMAL EDUCATION | CERTIFICATIONS | TRAINING

Old Dominion University, Norfolk, VA

B.S., Cybersecurity | Minor: Artificial Intelligence | in-progress

Community College of the Air Force, Montgomery, AL

A.A.S., Health Care Management

Project Management Institute, Newtown, Square, PA

Certified Project Officer (CPO)

CompTIA Security+

AWARDS: Received numerous awards for outstanding military, humanitarian, and community service