

# Andrew Proctor

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## EDUCATION

Old Dominion University, Norfolk, VA

**Major or Concentration:** Cybersecurity

**GPA:** 3.46

Dean's List: Fall 2022, Spring 2023

**Graduation Date:** December 2025

### Relevant Courses:

- Cybersecurity Fundamentals
- Linux System for Cybersecurity
- Windows System Management and Security
- Introduction into Networking and Security
- Cyber Techniques and Operations

## PAST/CURRENT EXPERIENCE

Warwick Mechanical Group | Newport News, Virginia

### IT Intern (June 2025-August 2025)

- Assisted with hardware diagnostics and routine maintenance, including testing UPS batteries and upgrading Windows 11 systems.
- Supported end users by troubleshooting printer, network, and computer connectivity issues.
- Documented and organized equipment, helping streamline device inventory across job sites.
- Helped image and reconfigure machines using SmartDeploy and other deployment tools.
- Communicated with coworkers via professional email scripts and calls to resolve technical issues.
- Gained hands-on experience with cable and switch rack terminations, basic networking setups, and system wipe procedures.

City of Virginia Beach Parks and Recreation | Virginia Beach, Virginia

### Inclusion Specialist (May 2024 – May 2025)

- Supported two students, one over the summer and one currently attending school with disabilities and/or emotional challenges over the long term, while also substituting for various students across multiple elementary schools by integrating them into group settings with up to 20 to 30 kids while fostering a positive and inclusive environment.
- Document and track student progress noting both achievements and areas for improvement to provide valuable insights for future support.
- Act as a leader for all children encouraging peer engagement and ensuring no student feels singled or left out.
- Adapt activities and interactions to accommodate individual needs while promoting overall group cohesion.
- Monitor and address behavioral concerns with patience and strategic intervention, reinforcing social development.

Claude Moore Recreation and Community Center | Sterling, VA

### **CASA Academy Leader** (October 2021 - June 2022)

- Responsible for providing an engaging, safe after-school environment for up to 30 kids ages 4-11. Provided various activities ranging from daily playground/gym time, homework assistance, and classroom games until the parent or guardian picked up for the day.
- Successfully collaborated with a diverse group of coworkers to accomplish goals and address issues related to our products and services.

### **Summer Camp Counselor** (June 2020 - August 2022)

- Engaged groups of up to 30 children in arts and crafts, sports, games, and field trips while fostering a safe and enjoyable environment.
- Guided and mentored campers to help build confidence, social skills, and positive peer relationships.
- Addressed behavioral challenges with patience and effective intervention strategies.
- Promoted teamwork and sportsmanship by organizing group activities and encouraging participation.

### American Pool Enterprises Inc

#### **Lifeguard** (May 2018 - March 2020)

- Supervised swimmers to ensure safety and respond to emergencies efficiently.
- Enforced pool rules and regulations to prevent accidents and maintain order.
- Monitored and recorded chemical levels to maintain a safe swimming environment.
- Maintained a clean and organized pool facility for public use.

## **SKILLS**

### Technical Skills:

- Linux and Windows system management
  - Proficient in basic system administration, including user management, file permissions, system updates, and security settings.
  - Comfortable using Linux commands like ls, cd, mkdir, sudo, grep, and ping.
- Networking fundamentals
  - Solid understanding of network infrastructure, LAN/WAN topologies, IP addressing, and key protocols (HTTP, HTTPS, FTP, DNS, DHCP, SSH).
  - Familiar with basic network troubleshooting and diagnostic tools.
  - Hands-on experience terminating Ethernet cables (Cat5e/Cat6), setting up patch panels, conducting wire pulls, and installing switch racks for structured cabling environments.
- Cybersecurity principles
  - Fundamental understanding of the importance of Confidentiality, Integrity, and Availability (CIA triad), as well as security principles and measures used to maintain secure data such as multi-factor authentication (MFA), encryption, and access control methods.
  - Understanding of patch management and basic vulnerability remediation.
- Social engineering/ Threat awareness
  - Foundational knowledge of the various cyber-attacks used by malicious cybercriminals, such as phishing,

ransomware, DOS/DDoS, and zero-day exploits.

- Basic familiarity with attacker tactics and common mitigation strategies.

Soft skills:

- Strong communication and documentation
- Problem solving and Critical thinking
- Leadership and Team Collaboration
- Adaptability and Quick learning
- Observant and detail-oriented

