

## Melissa Taylor

14828 Lake Ter, Rockville, MD 20853 (301) 502-0204 [mevans7001@yahoo.com](mailto:mevans7001@yahoo.com)

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Over 10 years of Information Security Engineering experience as it applies to the Office of Management and Budget (OMB) Circular No. A-130, Management of the Federal Information Resource and the Federal Information Security Management Act (FISMA) and the supporting National Institute of Standards and Technology (NIST) security requirements documents. Areas of expertise include security assessment and testing of Information Systems, Plan of Action and Milestones (POA&M) engineering, Independent Verification and Validation (IV&V), Corrective Actions (CAs) IT Security observations, and the creation and maintenance of security documentation, which included the System Security Plans (SSPs). This valuable experience can also be applied to nongovernment systems.

**CLEARANCE: 6c Public Trust Clearance, 2008**

### PROFESSIONAL EXPERIENCE

***Booz Allen Hamilton, U.S. Securities and Exchange Commission (SEC) – Cyber Risk and Governance (CRG) Branch, 100 F Street, NE, Washington, D.C. 20549. 40hr/wk. Supervisor's Name: Marc Garner, 703.772.6024 Contact Supervisor: Yes. Number of hours per week: 40.***

#### **Information Security Risk Specialist, Associate**

***04/2022 – 01/2024***

- Supported auditor fieldwork and remediation activities by attending meetings and facilitating artifact collection.
- Coordinated Provided by Client (PBC) requests and artifacts with stakeholders such as systems owners, business owners, and service providers.
- Administered the agency's audit management tool including maintaining and creating audit records, audit findings, and corrective actions.
- Drafted Chief Information Security Officer (CISO) Monthly Audit Status Report.
- Briefed management during bi-weekly meeting on audit support status.
- Managed multiple tasks at one time.

***Science Applications International Corporation (SAIC) - 7990 Quantum Drive South, Vienna, VA 22182. 40hr/wk. Supervisor's Name: Julie Neuber, 703.676.0563. Contact Supervisor: Yes. Number of hours per week: 40.***

#### **Senior Cyber Security Analyst**

***09/2020 – 03/2022***

- Utilized Security Tool, Tenable Security Center, to determine if remediation efforts were successful.
- Collected evidence of remediation for submission to the customer, Federal Retirement Thrift Investment Board (FRTIB), for validation.
- Am thorough when performing work and conscientious about attending to detail to produce quality results.
- Provided guidance to other team members as needed.
- Ensured other team members kept in the loop concerning communication with the customer.
- Performed assigned tasks under tight deadlines.
- Managed multiple tasks at one time.

***VariQ Corporation, U.S. Securities and Exchange Commission (SEC) - Security Compliance, 100 F Street, NE, Washington, D.C. 20549. 40hr/wk. Supervisor's Name: Kym Jackson Bailey, 202.957.9556. Contact Supervisor: Yes. Number of hours per week: 40.***

#### **Senior Security Analyst**

***06/2017 – 09/2020***

- In a lead role as a member of the Application POA&M Remediation Team, tracked and reported to management the mitigation / remediation of Application findings / vulnerabilities using the POA&M management tool, OIT Security Archer.
- Created the bi-weekly Application POA&M Remediation Status Report for the required stakeholders.
- Conducted Quality Assurance (QA) review of the Security Authorization and Assessment (SA&A) new POA&M Entry word document prior to entering new POA&M(s).
- Reviewed and identified problems with closure artifacts (evidence) presented to prove the remediation of the security Application findings prior to In Closure Review submission.
- Worked with ISOs, as well as Information System Security Officers (ISSOs) to provide information or assistance to resolve assigned Application POA&M related questions.
- Tracked and updated Application POA&M status in OIT Security Archer on a weekly basis.
- Developed a draft Application POA&M Process document for OIT Security review.
- Developed an OIT Security Archer POA&M entry template to help adopt a semi-automated new POA&M entry process for the Application POA&M Remediation Team and General Support System (GSS) POA&M Remediation Team. This proposed process will allow the Teams to spend the time reviewing the content of the POA&M instead of entering them, which is time consuming.

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- Am thorough when performing work and conscientious about attending to detail to produce quality results.
- Provided guidance to other team members as needed.
- Ensured other team members kept in the loop concerning communication with the customer.
- Performed assigned tasks under tight deadlines.
- Managed multiple tasks at one time.

***TalaTek, LLC., Pension Benefit Guaranty Corporation (PBGC) – Financial Operations Department (FOD), 1200 K Street, NW, Washington, D.C. 20005. Supervisor's Name: Johann Dettweiler, 301.538.4027. Contact Supervisor: Yes. Number of hours per week: 40.***

### **Information Assurance Consultant**

***11/2016 – 01/2017***

- Provided suggested security improvements to the Information System Security Officer (ISSO).
- Maintained systems documentation to include, but not limited to the System Security Plan (SSP), Configuration Management (CM) Plan, and the Contingency Plan (CP) to ensure these documents are in compliance with FISMA, OMB-A-130 Appendix 3, other Federal compliance policies including the NIST Special Publications, and all FOD security policies.
- Tracked and reported to ISSO the mitigation / remediation of security program findings / vulnerabilities using the POA&M management tool, Cyber Security Asset Management (CSAM).
- Reviewed POA&M mitigation strategies for findings discovered during system audits, security authorizations, security assessments, or on-going continuous monitoring.
- Reviewed and identified problems with closure artifacts (evidence) presented to prove the mitigation / remediation of the security findings.
- Reviewed Vulnerability Scans for assigned system(s) and generated POA&Ms for these findings.
- Performed assigned tasks under tight deadlines.
- Managed multiple tasks at one time.

***Knowledge Consulting Group, Inc., Currently known as ManTech International Corporation, Consumer Financial Protection Bureau (CFPB) – Cybersecurity, 1275 First Street, NE, Washington, D.C. 20002. Supervisor's Name: Courtney Schiffman, 703.622.7414. Contact Supervisor: Yes. Number of hours per week: 40.***

### **Information System Security Officer (ISSO)**

***11/2014 – 11/2016***

- Provided suggested security improvements to the Information System Security Manager (ISSM).
- Ensured that the system/network administrators are aware of implementing the various security controls in their systems and environment.
- Maintained systems documentation to include, but not limited to the System Security Plan (SSP), Configuration Management (CM) Plan, and the Contingency Plan (CP) to ensure these documents are in compliance with FISMA, OMB-A-130 Appendix 3, other Federal compliance policies including the NIST Special Publications, and all CFPB security policies.
- Reviewed POA&M mitigation strategies for findings discovered during system audits, security authorizations, security assessments, or on-going continuous monitoring.
- Reviewed and identified problems with closure artifacts (evidence) presented to prove the mitigation / remediation of the security findings.
- Reviewed Vulnerability Scans for assigned system(s) and generated POA&Ms for these findings.
- Tracked and reported to the Information System Security Manager (ISSM) the mitigation / remediation status of security program findings / vulnerabilities.
- Participated in all aspects of Security Authorization and Assessment (SA&A) (formerly Certification and Accreditation (C&A)) for re-ATO of system and Continuous Monitoring such as interviews and review of the SSP, etc.
- Performed assigned tasks under tight deadlines.
- Managed multiple tasks at one time.
- Performed Non-Standard Software reviews for two (2) OS platforms: Macs and Windows.

***Knowledge Consulting Group, Inc., Currently known as ManTech International Corporation, DoED – Federal Student Aid (FSA), 830 First Street, NE, Washington, D.C. 20002. Supervisor's Name: Helene McNally, 301.461.8048. Contact Supervisor: Yes. Number of hours per week: 40.***

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### **POA&M LEAD ENGINEER**

08/16/2014 – 10/2014

- Promoted to POA&M Lead position August 16, 2014.
- Acting POA&M Lead from June 2014 to August 2014.
- Conducted Bi-Weekly POA&M Training to the ISSOs.
- Created the Weekly POA&M Report and brief management on the FSA Enterprise POA&M Management status.
- Provided guidance to other team members as needed.
- Ensured other team members kept in the loop concerning communication with the customer.
- Managed multiple tasks at one time.

### **POA&M ENGINEER**

10/2013 – 08/15/2014

- Delivered Cyber Security Vulnerability Management solutions for the Department of Education's FSA division by ensuring that FSA complies with Federal and Departmental regulations including OMB, FISMA, NIST security requirements, FISCAM security requirements, and Sarbanes-Oxley security requirements.
- In a role as a member of the Independent Verification and Validation (IV&V) team, tracked and reported to management the mitigation of security program findings / vulnerabilities using the POA&M management tool, Operational Vulnerability Management Solution (OVMS), which is a customized version of the OpenFISMA tool.
- Reviewed and commented on the provided templates before injection into the POA&M tool OVMS; most of the comments related to the incorrect referenced NIST security control and the Threat Description.
- Reviewed POA&M mitigation strategies for findings discovered during system audits, security authorizations, security assessments, Production Readiness Reviews (PRRs), or on-going continuous monitoring.
- Explained technical and complex information to ISSOs concerning their mitigation strategies in relation to FISMA and NIST requirements, and Department of Education and FSA requirements and policies.
- Reviewed and identified problems with closure artifacts (evidence) presented to prove the mitigation / remediation of the security findings.
- Worked with ISSOs, as well as management to provide information or assistance to resolve their problems.
- Briefed management on the overdue findings in the weekly POA&M meeting.
- Aided the ISSOs by reminding them to update the Business Operations systems documentation to include, but not limited to the System Security Plan (SSP), Configuration Management (CM) Plan, and the Contingency Plan (CP) to ensure these documents follow Department and Federal IT system security guidance.
- Ensured the ISSOs' SA&A documentation (SSP, CP, CM Plan, etc.) updated annually.
- Am thorough when performing work and conscientious about attending to detail to produce quality results.
- Performed assigned tasks under tight deadlines.
- Managed multiple tasks at one time.

*Endeavor Systems, A Subsidiary of Telesis Corporation, DoED – Federal Student Aid (FSA), 830 First Street, NE, Washington, D.C. 20002. Supervisor's Name: Glenn White, 202.256.8048. Contact Supervisor: Yes. Number of hours per week: 40.*

### **INFORMATION SYSTEMS SECURITY ANALYST**

01/2012 – 09/2013

- Delivered Cyber Security Vulnerability Management solutions for the Department of Education's FSA division, which constitutes 1,100 staff in 11 cities, 106 systems, 28 affiliated organizations, and the community of schools, lenders, and guaranty agencies.
- Ensured FSA systems complied with Federal and Departmental regulations including OPM, FISMA, NIST, and Department of Education and FSA requirements, regulations, policies and procedures.
- Tracked and reported to management the mitigation of security program findings / vulnerabilities using the POA&M management tool, Operational Vulnerability Management Solution (OVMS).
- Explained technical and complex information to ISSOs concerning their mitigation strategies for findings discovered during system audits, security authorizations, security assessments, Production Readiness Reviews (PRRs), or on-going continuous monitoring.
- Reviewed and identified problems with artifacts (evidence) presented to prove the mitigation remediation of the security findings and provide recommendations in relation to their mitigation strategies and to FISMA and NIST requirements.
- Worked with ISSOs, as well as management to provide information or assistance and resolve their problems.
- Conducted bi-weekly oral OVMS/POA&M training for the ISSOs.

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- Briefed management on the overdue findings in the weekly POA&M meeting.
- Informed the ISSOs to update the Business Operations systems documentation to include, but not limited to SSP, CM Plan, and the CP to ensure these documents were following Department and Federal IT system security guidance.
- Ensured ISSOs Security Authorization and Assessment (SA&A) (formerly Certification and Accreditation (C&A)) documentation (SSP, CP, CMP, etc.) updated.
- Paid close attention to detail to produce quality results.
- Performed assigned tasks under tight deadlines.
- Managed multiple tasks at one time.
- Analyzed and generated the bi-weekly Cyber Security Status Tracking Report for management. This report provided FSA with specific details as it relates to tracking incidents within OVMS, Security Advisories, and OIG requests.

***Endeavor Systems, A Subsidiary of Telesis Corporation, Department of the Treasury – Financial Management Services (FMS), 3700 East West Hwy, Hyattsville, MD 20782. Supervisor's Name: Matt Carlson, 253.376.2174. Contact Supervisor: Yes. Number of hours per week: 40.***

### **INFORMATION SYSTEMS SECURITY ANALYST**

***01/2008 – 12/2011***

- Performed evaluation of 139 of IT Security IV&V CA IT Security observations of 35 information systems deficiencies to ensure full compliance with the Federal and departmental regulations and laws including FISMA/Government Accounting Office (GAO) Inspector General and GAO Federal Information System Controls Audit Manual (FISCAM) for Department of the Treasury's FMS bureau.
- Reviewed artifacts to determine vulnerability mitigation cited in the audit findings and provided recommendations in accordance with the FISMA and developed CAPs.
- Guided and coordinated with the Information System Security Officers (ISSOs) representatives to ensure accurate corrective actions created if the CA was incorrect in the first review.
- Oversaw POA&M finding details such as Finding Type Classification, Threat & Countermeasure Validation and Mitigation Strategy Validation.
- Performed closure of CAs or requested additional information for closure from ISSO representative as reflected in Certification and Authentication (C&A), Inspector General CAPs and/or GAO audits, inspections, and assessments.
- Provided justification for closing/not closing corrective actions for IT Security Oversight & Compliance.
- Reviewed over 500 IV&V CA packages for 28 systems and assisted FMS Debt Management Services (DMS) via FMS Mission Assurance in the evaluation of the Private Collection Agency (PCA) IT Security as part of a broader evaluation of PCA IT security practices.

***Certeza IT Consulting, LLC., 9701 Apollo Drive, Upper Marlboro, MD 20774. Supervisor's Name: Alisha Johnson, 202.486.6100. Contact Supervisor: Yes. Number of hours per week: 40.***

### **IT CONSULTANT**

***06/2006 – 09/2006***

- Performed IV&V for the Department of Veterans Affairs (VA) information systems to validate the accuracy of the security controls implementation or planned implementation to ensure that the controls were functioning appropriately or as intended by comparing the systems' C&A documentation with system administrators interview responses and created gap analysis as a result.
- Evaluated IT application control sets that conformed to aforementioned NIST guidance and offered recommendations for improvement in areas of access controls and segregation of duties.

***GEICO Direct, 5260 Western Avenue, Internal Audit – 2C, Chevy Chase, Maryland 20815. Supervisor's Name: Andrew Turnbull, 301.718.5896. Contact Supervisor: Yes. Number of hours per week: 37.5.***

### **IT AUDITOR**

***09/2005 – 06/2006***

- Assisted in the evaluation and testing of compliance with Section 404 (assessment of internal controls) of the Sarbanes Oxley Act of 2002 (SOX).
- Performed a review of the System Development Life Cycle (SDLC) for a new Billing system to ensure the proper key controls designed and implemented.

***Smithsonian Institution, Office of Inspector General, 750 Ninth Street NW Suite 4200, Washington, D.C. 20560. Supervisor's Name: AnaMaria Mardones, [ammgal@yahoo.com](mailto:ammgal@yahoo.com). Contact Supervisor: Yes. Number of hours per week: 40.***

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### **SYSTEMS AUDITOR, GS-2210-11**

12/2003 – 09/2005

- Executed IT security audits for the Institution to include museums and the corporate network. These audits included network vulnerability assessment and penetration testing for assessing network access controls, operating system configuration reviews, and general and application controls including backup and recovery, business continuity, and systems development which had been established and significantly strengthened its security policies, procedures, and practices.
- Executed over 20 operating system configuration reviews that were instrumental in issuing five draft audit reports in a month for particular audits. The reviews helped the five museums minimize the security vulnerabilities by applying security patches and fixes in a timely manner, following the Institution password policy, and setting proper permissions on the registry to prevent unauthorized access.
- Executed over 50 network scans using various security tools and efficiently planned and completed the audit steps in a month for particular audits. The network scan results had been valuable for all the IT audits, especially for the National Zoological Park Audit because the scans identified 40 percent of the security holes related to Sysadmin, Audit, Networking, and Security (SANS) weaknesses of most common services.
- Provided recommendations to improve security programs, policies, and procedures to help minimize the risk of a critical impact to the Smithsonian Institution.
- Prepared briefing materials covering findings for use by team members conducting audit closeouts or giving presentations.
- Successfully completed eight professional training courses to enhance my understanding of IT Audit reviews.

*First Virginia Services, Inc., A Subsidiary of First Virginia Banks, Inc./Currently known as BB&T, 66402 Arlington Blvd., Falls Church, Virginia 22042. Supervisor's Name: Romina (Mimi) Trautz, 703.867.4810. Contact Supervisor: Yes. Number of hours per week: 40.*

### **QUALITY ASSURANCE ANALYST III**

09/1999 – 01/2004

- Performed user acceptance testing of an application according to user requirements, tracked quality issues, and assisted in regression testing to ensure that the identified problems were fixed. Monitored the various test programs to ensure the proper verification and validation of extracted requirements, which had proven valuable for the replacement of the main Credit Services Department via the facsimile management system. The department had improved the response time by 30 percent when retrieving images of the faxed automobile loan applications and provided additional storage capacity to allow them to view faxed applications for 90 days instead of 45 days.
- Developed the settlement procedures and assisted with planning, developing test checklist, scheduling, and conducting user acceptance to ensure that the department could manage the employees' 401(k) Thrift Plan and FlexChoice Trust and Management clients efficiently.
- Utilized the training received by Novell Education to help set up and evaluate the initial deployment to Trust and Asset Management Department laptops, the deployment introduced simplicity and efficiency to the laptop support environment.
- Successfully completed 11 professional training courses to enhance my understanding of new and existing systems and problem resolution.
- Reviewed quality of existing applications software by evaluating the functionality to ensure the production readiness of the appropriate program and identified user requirements.
- Installed new and system upgrade software on Novell and Windows NT Platforms with 98 percent efficiency.
- Provided weekly status updates of the testing activities of an appropriate project to senior management.
- Demonstrated good judgment in keeping senior management informed of the project plan and testing progression with 98 percent accuracy.
- Participated in the Disaster Recovery exercise.
- Documented problems that occurred during the Disaster Recovery exercise and ensured that every reasonable measure was taken to identify and mitigate potential risks that exist with the processing environment.

*First Virginia Services, Inc., A Subsidiary of First Virginia Banks, Inc./Currently known as BB&T, 66402 Arlington Blvd., Falls Church, Virginia 22042. Supervisor's Name: Romina (Mimi) Trautz, 703.867.4810. Contact Supervisor: Yes. Number of hours per week: 40.*

### **QUALITY ASSURANCE ANALYST I**

09/1998 – 09/1999

- Played a significant role in the Integrated Banking System's Y2K project by maintaining current data and providing valuable information regarding the progress of problem resolution, which allowed a smooth transition to the year 2000.

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- Designed an automated year-to-date Time Summary spreadsheet for the Quality Assurance Department, eliminated the manual process which took days to calculate. The automated spreadsheet reduced calculation time from days to minutes.
- Performed a key role in developing a new accounts payable system and centralizing accounts payable processing from four divisions into one. A developed conversion settlement procedure to ensure all data was accurate. Consistency of posting added conformity to the corporation as a whole. On the expense side of month end financials, it cut analysis time by 50 percent and enhanced customer relations because of consistency of payments and ability to research questioned items efficiently.
- Successfully completed two professional development courses to enhance my understanding of existing systems and problem resolution.
- One of two graduates was selected for First Virginia Services, Inc., Information Systems Trainee program in 1997 – 1998, which led to a promotion in 1998.

### **EDUCATION**

Associate in Science, Business Administration, **Magna Cum Laude**  
Northern Virginia Community College  
Annandale, Virginia 22003  
May 1995

Bachelor of Business Administration, Computer Information Systems/Decision Support Systems  
James Madison University  
Harrisonburg, Virginia 22807  
July 1997

### **PROFESSIONAL DEVELOPMENT**

#### **Courses in:**

- Introduction to IT & Cybersecurity, April 2020
- Information Security Fundamental, October 2008
- Introduction to Storage Networks, April 2005
- The Ultimate Network Penetration, March 2005
- Advance Security Bootcamp, February 2004
- Requirements Development and Management, February 2004
- Introductory Auditor Training, June 2004
- Writing Effective Reports, September 2004
- Red Hat Linux Essentials, October 2004
- IT Audit & Security Boot Camp, November 2004
- ISPF: Program Development, February 2002
- Basic Query Techniques, March 2001
- Oracle: TCP/IP Networking, March 2001
- ZENWorks 2.0, September 2000
- Introduction to Windows NT Workstation 4.0, May 2000
- Visual Basic 5.0: Beginning Skills, May 2000
- LANS: Network Basics, June 2000
- PeopleTools I 7.5, February 1999
- DOS 6.22, September 1999
- RDBMS Fundamentals: Database Principles, December 1999
- Introduction to UNIX, December 1999
- MVS/ESA JCL Fundamentals, May 1998
- Introduction to COBOL, June 1998

### **JOB RELATED SKILLS**

- **Software:** Microsoft Office (Word, Excel, Access, PowerPoint, Project), Corel Suite 8 (WordPerfect, Quattro Pro), MS/Clip Art, Visio 32, Lotus Notes v4.5, and Outlook

### **AWARDS, ACTIVITIES, & ASSOCIATIONS**

- Excellent Performance Appraisal in 2015
- Recipient of a Performance Recognition Award in 2015
- Above Expectations Performance Appraisal in 2008 - 2009
- Member of Information Systems Audit and Control Association (ISACA) Since 2006
- Recipient of a Performance Appraisal Cash Award in 2005
- Highly Successful Performance Evaluation in 2004
- Recipient for Staff Performance Time-Off Award in 2004
- Recipient for recognition on the 1999 Year End Project
- Recipient of a Navcom Systems, Inc., Academic Scholarship 1992

### **CERTIFICATION**

- **CRISC** – Certified in Risk and Information Systems Control, November 2010, #1002858.