

Sylvia Adair

City, State ■ (555) 555-5555 ■ name@email.com

CHIEF INFORMATION SECURITY OFFICER

Innovating Threat Detection & Response Solutions to Elevate Enterprise Security & Operational Performance

CYBERSECURITY ■ DATA PROTECTION ■ IT COMPLIANCE ■ DIGITAL LEADERSHIP

Award-winning IT expert and executive-level business leader with advanced information security industry qualifications and 13+ years' success fortifying posture, performance, and profitability of multibillion-dollar IT corporations, large-scale healthcare organizations, and top-ranking financial institutions around the globe.

~ Available for domestic and international travel or relocation ~

SIGNATURE STRENGTHS

- Security Consultancy & Advisory
- Global Business Services
- Vulnerability Management
- Governance, Risk & Compliance
- Data & Information Protection
- Program & Project Management
- Incident Investigation & Response
- Security Metrics & Reporting
- Supplier Security Assurance
- Security Awareness Training

SELECTED HIGHLIGHTS

- **Formidable technology disrupter** repeatedly recognized with coveted industry awards, rapid-fire promotions, and executive commendation.
- **Tapped by top-10 global IT services provider** to launch and lead organization's first-ever Canada-based Security Operations Centre (SOC).
- **Repeatedly sought out by** healthcare, insurance, and finance industry titans to pioneer cybersecurity strategies and business solutions.
- **Initiated national NGO fundraising program**, raising \$2.8M within 4 years to help 50+ African women improve small business through technology.

Professional Experience

NET DATA – City, State

Nov 2019 – Present

Top-10 IT services provider with 130,000+ globally dispersed employees and \$22B total global revenue.

DIRECTOR, NETWORK SECURITY / PRIVACY OFFICER

Reports to: Vice President, Service Delivery ■ **Budget:** \$3M+ ■ **Direct Reports:** 5 ■ **Total Team:** 20

Hired to develop, implement, and manage security and privacy programs to increase protection of company's first Canadian healthcare client and third-largest account, involving multiple regional health authorities, \$250M annual revenue, and 5,000 total staff. Direct national SOC while ensuring optimal information security, incident response, disaster recovery, and business continuity. Perform all HR-related activities (i.e., recruiting, hiring, compensation planning, and performance review).

Up to **100%** Risk Reduction
\$5M Revenue Generation
25% YOY Growth
2X Leadership Awards

- **Catapulted security revenues 25% in 2022; 50% increase projected for 2023.** Capitalized on consultative approach, emerging technologies, and deep industry expertise to align services with client business needs, goals, and requirements.
- **Eliminated 90% of risks identified in security audit report and 100% of risks identified in privacy audit report.** Assigned risk owners to manage and remediate ~50 high- to medium-priority security risks in less than 6 months.
- **Defended client employees against surge in phishing attacks during COVID-19 remote work order.** Adopted innovative strategies, solutions, and tools to instantly detect, investigate, report, and effectively reduce fraudulent emails by 86.3%.
- **Slashed incident response time 60% and improved national SOC productivity by 0.5 FTE** through implementation of security orchestration, automation, and response (SOAR) tools and software solutions.

Professional Experience, *continued...***PROVINCIAL CITY SAVINGS** – City, State

Jul 2017 – Oct 2018

*Largest provincial credit union with 3,000+ employees and 55 branches serving 540,000 members.***SENIOR INFORMATION SECURITY CONSULTANT****Reported to:** Chief Information Security Officer (CISO) ■ **Budget:** \$500K ■ **Direct Reports:** 6 ■ **Total Team:** 40

Served in contract-based consultancy role with mandate to evaluate, improve, and mature organization's information security risk management program. Directing team of Information Security Specialists, developed and implemented customized tools and solutions to automate governance, risk, and compliance (GRC) processes. Pioneered company's security, privacy, and risk management policies, processes, and standards.

43% Annual Cost Savings
50% IT Security Improvement
70% Efficiency Enhancement

- **Cultivated and maintained positive, productive relationships** with internal and external stakeholders across all business lines and operational levels, including department leads, risk owners, vendors / suppliers, and executive leadership.
- **Employed specialized knowledge of organization, technology, controls, security, and risk issues** to formulate solutions and set strategy to protect business and customers against internal and external security threats, theft, and fraud.
- **Led development and enterprise-wide implementation of comprehensive GRC tool**, providing 40-person security team with automated system and centralized process for managing corporate policies, standards, and internal controls.

GEMINI – City, State

Dec 2012 – Jun 2017

*Premier consulting, technology, and digital transformation company with 300,000 employees and \$25B global revenue.***MANAGING CONSULTANT, INFORMATION SECURITY****Reported to:** Vice President of Consulting ■ **Budget:** \$1.5M ■ **Direct Reports:** 4 ■ **Total Team:** 20

Advanced through series of progressively responsible roles within large consulting organization; ultimately promoted to senior leadership role with full HR and P&L responsibility. Scaled, developed, and managed high-caliber information security consulting team to meet expanding business needs and growing global demand. Repeatedly tapped by executive leadership to head special projects.

\$15M Revenue Generation
3 Promotions in **<5** Years
4X Recognition Awards

- **Supported 12 clients across various industries and locations.** Mentored and managed global teams on \$140M consulting projects involving multiple time zones, cultures, languages, and IT compliance and regulatory frameworks.
- **Protected and optimized client business operations.** Conducted range of internal and external regulatory and IT compliance audits (ISO 27001, 23001, NIST, HITRUST, PIPEDA, GDPR, HIPAA) to mitigate technology and process risks.
- **Appointed Lead Cybersecurity and Privacy Consultant on \$150M acquisition project.** Leveraged exclusive skill set to steer prominent Canadian insurance corporation safely and securely through all phases of rigorous acquisition process.

INSURANCE AUTHORITY – City, State

Feb 2008 – Dec 2012

*Financial regulatory body responsible for conduct of ~58,000 businesses contributing \$15B annual tax revenue.***INFORMATION SECURITY SPECIALIST (2009 – 2012) ■ SECURITY ANALYST (2008 – 2009)****Reported to:** Manager, Information Security

Promoted to specialist role with increased responsibility within one year of hire. Entrusted with preserving high-level security through proactive incident / event detection, management, and monitoring. Instituted enterprise information security policies and standards. Audited insurance companies nationwide to assess and advise on design and development of robust information security risk management programs.

58,000 Regulated Businesses
68% Security Improvement
10% Increase in Market Share

- **Expanded knowledge and proficiency in range of cybersecurity solutions**, including email filters, antivirus tools, intrusion detection and prevention systems (ID/IPS), and security information and event management (SIEM) tools.
- **Served as integral member of regional and national security committees.** Aided in high-profile piracy investigations and development, review, and revision of national and international cybersecurity laws, policies, and legal frameworks.

Education, Certifications & Affiliations

Diploma in Global Business – Saïd Business School, University of Oxford, 2022

Leadership Principles – Harvard Business School, 2019

CII Advanced Diploma in Insurance – Chartered Insurance Institute (CII), 2011

Bachelor of Science (Honors) – Stanford University, 2007

Major: Computer Science and Mathematics

Certified Information Privacy Professional / Canada (CIPP/C)

Certified Information Systems Security Professional (CISSP)

Certified Data Solutions Engineer (CDPSE)

Lead Information Security Implementer (ISC 27001)

Lead Cybersecurity Manager (ISO 27032)

Associateship of the Chartered Insurance Institute (ACII)

Information Systems Audit and Control Association (ISACA) ■ International Association of Privacy Professionals (IAPP)

International Information Systems Security Certification Consortium (ISC)² ■ CIO Association of Canada (CIOCAN)

Board & Community Involvement

Advisory Board Member: Toronto International Privacy & Security Summit (TIPSS), 2020 – 2022

Advisory Board Member: Storyline, 2021 Fall Edition, 2021

Board of Directors: Information Systems and Audit Controls Association (ISACA), United Kingdom Chapter, 2020 – Present

Ambassador: TeamTech, Canada, 2019 – Present; United Kingdom, 2021 – Present

Volunteer & Fundraising Committee Member: We Can Network, 2011 – Present

Technology

EXPERT TECHNICAL SKILLS WITH ADVANCED PROFICIENCY IN:

Networking Hardware: Routers, Hubs, Switches, Bridges

Operating Systems: Microsoft Windows, Linux, Android

Servers: Hybrid, On-premises, Cloud-based

Forensics Applications: Wireshark, FTK Imager, Registry Recon, CAINE

Security Applications: Email Filters, Firewall, Antivirus, Intrusion Detection & Prevention Systems (ID/IPS), Security Information & Event Management (SIEM)

Web Application Development Technologies: Java, Python

Compliance Regimes: ISO 27001, NIST, Sarbanes-Oxley, PIPEDA, GDPR, HIPAA

GRC Tools: ServiceNow, OneTrust

Presentations & Publications

Financial Scams, Money Talks, TorCan, Dec 2019

Online Security Solutions, TorCan, Oct 2018

Financial Insurance Organizations, The Telegraph, Nov 2012

Medical Insurance and Risk Handling, Visionary, Dec 2009

Guest Speaker: Information Systems and Audit Controls Association (ISACA)

~ Full list of engagements, publications, and presentations available upon request ~

RESUME STRATEGY | Sylvia Adair

With almost 15 years' experience in IT security, Sylvia was ready to level up in her career. Unfortunately, her current resume was not effectively supporting her efforts; the generic black and white version she was using focused heavily on job duties rather than the exclusive value, strengths, and talents she had to offer an organization.

After having Sylvia complete some required homework and taking her through an in-depth strategy session, we were able to unearth a treasure trove of career highlights and accomplishments that allowed me to capture and convey her impressive career story through an executive lens.

Opting for a three-page hybrid resume, the first page establishes Sylvia's career focus and personal brand. To keep focus on her candidacy for executive-level roles, the first page also features the senior leadership role she currently holds with a prominent world-class IT services provider.

Continuing to the second page, Sylvia's earlier career experience is detailed to emphasize her rapid progression and verifiable leadership capabilities, as well as the impressive performance results she has consistently delivered since the start of her career.

The third page of the resume expands on Sylvia's rich educational background and abundant technical qualifications in depth. To further evidence the executive leadership strengths she has to offer, the third page also details Sylvia's board involvement, presentations, and publications.

The design elements used are limited to simple images that have been set behind text for ATS compliance and scanability.

CATEGORY | Best High Tech Resume

LANGUAGE | U.S. English

DOCUMENT SIZE | 8.5 X 11 inches