

## **Victor K. Jarlwood Jr**

Kingdom Care Community

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**OBJECTIVE:** I am a hardworking IT Professional with superior attention to detail. I also have some professional presentation skill. I am self-motivated, and therefore effective at completing tasks with minimal supervision. I am willing to share skills with others and also, I am willing to acquire new trainings and skills to build up my knowledge in the field of Information Communications Technology. I am also a skilled computer security and cyber security trainer with vast experience in the field of security. Allow me to utilize my experience with my Information Technology skills and analytical abilities.

### **PROFESSIONAL PROFILE**

- **Strong problem-solving Ability**
- **Fast Thinker**
- **Service professional with over six years of maintaining a strong focus on Employer satisfaction**
- **High level of professionalism with the ability to handle confidential information with complete discretion**
- **Experience with a wide range of computer systems and security tools**
- **Flexibility and the ability to multi-task in a fast-paced atmosphere.**
- **Integrity**
- **Excellent communicator with the ability to effectively work and interact with both internal and external partners**
- **Adept learner, able to follow instructions and work independently requiring no supervision**
- **Excellent written and verbal skills**
- **Excellent team player with great ability to multitask**

## **Education**

**2021: BSc Information Technology (IT), Bluecrest University College Liberia**

**2018: Diploma, NIIT University, India**

**2016: Diploma and Certificate, J.J Robert United Methodist High School, West Africa Examination Council (WAEC).**

## **Professional Certifications:**

**Present: AccessData Certified Investigator, Access Data International**

**20/05/2021: Android Expert, Europe University, London**

**04/04/2021: Introduction to Cybersecurity, Cisco Network Academy, CISCO**

**04/04/2021: Ethical Hacking, ITronix Solutions, India**

**10/07/2020: Cyber Network Security, Cybrary**

**9/06/2020: Internet Governance, African Union Commission**

**9/06/2020: RoadMap to Ethical Hacking, Held on Devils Door Group**

**23/06/2020: Machine Learning Technology in Real-Time Application, IEEE**

**29/04/2020: Linux Operation, Eduonix**

**08/04/2020: Cyber Security, US Department of Homeland Security**

**29/04/2020: White Hat and Pen tester, Eduonix**

**10/05/2020: Certified in Network Security as Network Security Specialist, International Cyber Security Institute**

**3/10/2019: Certificate in Cyber Security as a Certified Cyber Security Professional, Global Technology Council**

**11/08/2019: Certificate in ESET Cyber Security Awareness and Training**

**19/06/2019: Certificate of Attendance in Green Demon Denied, Solutions Architect, APAC**

**23/05/2019: Certificates of Appreciation, Liberia Cyber Crime Prevention and Mitigation Agency (LCCPMA)**

**23/05/2019: Certificates of Participation, Liberia Cyber Crime Prevention and Mitigation Agency (LCCPMA)**

**28/09/2018: Certificate as an International Delegate, Sierra Leon Model United Nation**

**(SIMUN) 13/09/2018: Certificate in Risk Communication for West Africa, Sensi Tech Hub**

**17/02/2018: Certificate of Achievement in Security, Liberia Information Technology Students Union (LITSU)**

**18/10/2017: Certificate in Responsible Leadership on Transparency and Good Governance, Young African Leaders Initiative (YALI)**

**03/10/2017: Certificate in Basics of Public-Private Partnerships, Young African Leaders Initiative (YALI)**

**03/10/2017: Certificate in Basic Understanding of Election and Civic Responsibility, Young African Leaders Initiative (YALI)**

**02/06/2016: Certificate in Security Engineer, Sophos**

**30/05/2015: Certificate in Basic Concepts of Computer Science, Hadi Partovi - Code.org**

### **Skills:**

- **Handling Mobile Data**
- **Network Security**
- **Computer Security**
- **Microsoft Suite Operation**
- **Database Management**
- **Virtual Machines Operations**
- **Strone Linux Operation**
- **Web Development**

### **PROFESSIONAL EXPERIENCE**

**01/07/2012 – 01/12/2018**

**Employer: Atlantic Photo Studio,**

**Position Held: Data Analysis**

#### **Task and Responsibilities:**

**Managing and Monitoring functions to include but not limited to the following:**

- **Conducting total evaluation on all computers.**
- **Logging all printed photos according to the specification prescribed by management operation procedures.**
- **Keeping and updating files of daily data and making weekly report.**
- **Ensuring the effectiveness of employee's duties at job site.**
- **Effecting full adherence to company safety policy.**

**04/09/2017 – 21/06/2019**

**Employer: Liberia Information Technology Students Union**

**Position Held: Chapter Chairman**

**Task and Responsibilities:**

**The duties and functions of this position included but not limited to the following:**

- **Provides leadership, supervision and development to all reporting staff.**
- **Establishes timelines, processes and procedures to ensure timely and accurate financial controls and reporting.**
- **Develops and documents finance policies and procedures for use in training, compliance and maintaining student's information continuity.**
- **Serves as strategic finance business partner to revenue and cost center managers.**
- **Directly providing financial information, education and consultation to enhance decision making and keep financial operating plans current and achievable throughout the fiscal year**

**01/07/2018 – 02/14/2020**

**volunteered: Liberia Cyber Crime Prevention and Mitigation Agency**

**Position Held: Chief Information Officer**

**Task and Responsibilities:**

**The duties and functions of this position included but not limited to the following:**

- **Ensure that seminars are plan well and submitted to customers in a timely manner**
- **Ensuring that customer accounts are reconciled upon customer's demand**
- **Conduct follow-up procedures to ensure confidentiality collection as customer contract**
- **Conduct periodic assessment of customer and advising management on same.**
- **Prepare weekly and monthly vulnerability reports.**
- **Working with Executives to ensure the retention of loyal and lost customers.**
- **Ensuring full compliance to the internal control policy of management.**

**02/03/2019 – 12/15/2020**

**Intern: Ministry of Post and Telecommunication**

**Position Held: Cyber Security Expert**

**Task and Responsibilities:**

**The duties and functions of this position included but not limited to the following:**

- **Ensure that electronic are analyzed and submitted to the CIO in a timely manner**
- **Ensuring that employees accounts are secured and upon CIO demand**
- **Conduct follow-up procedures to ensure confidentiality of Information's**
- **Conduct periodic assessment of Cyberspace and advising employees on same.**
- **Prepare weekly and monthly Cyberspace vulnerability reports**
- **Working with Executives to ensure no data leak**
- **Ensuring full compliance to the internal control policy of management.**

**02/0/2020 – Present**

**Volunteering: Liberia National Police ( Headquarter )**

**Position Held: Cyber Security Expert**

**Task and Responsibilities:**

**The duties and functions of this position included but not limited to the following:**

- **Help find and solve computer related problems when arise in various Departments /Offices**
- **Help Liberia National Police Investigate cyber and cybercrimes related issues**
- **Help Train Liberia National Police officers how understand and fright Cybercrimes.**
- **Ensure that electronic devices is analyzed and submitted to the Chief of ICT in a timely manner.**
- **Ensuring that employees accounts are secured and upon CIO demand.**
- **Conduct follow-up procedures to ensure confidentiality of Information's**
- **Conduct periodic assessment of Cyberoam and advising Officers on same.**
- **Prepare monthly and Annual Cyberspace vulnerability reports**
- **Working with Liberia National Police Directors to ensure no data leak**
- **Ensuring full compliance to the internal control policy of Liberia National Police.**

## **REFERENCES**

- 1. Bishop George D.  
Harris Senior Pastor  
Philadelphia Central Church  
Congo Town, Monrovia  
0886514390  
[philidelphacentralchurch@gmail.com](mailto:philidelphacentralchurch@gmail.com)**
- 2. Bashil H Bass  
Officer in Charge  
Liberia Cyber Crime Prevention and Mitigation Agency  
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- 3. Josephine Williams  
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- 4. Sekou Kromah  
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