Stephen Saucedo

Tempe, AZ 85281 • step.ds20@gmail.com • (541) 508-9888

SUMMARY

I am a dedicated professional with a passion for problem-solving and learning. My adaptable skill set allows me to contribute effectively to diverse teams, leveraging my expertise to address challenges and support others.

PROFESSIONAL EXPERIENCE

Telecare, Remote   2024 - *Current*
IT Ops Admin

- Utilized Smartsheet and Microsoft Office tools to draft and create breach notification letters, corrective action plans, and breach analysis reports.

- Assisted in incident response processes to ensure timely and effective handling of data breaches in compliance with regulatory guidelines, including HIPAA.

- Researched and initiated the implementation of AI solutions to enhance efficiency and quality of operations.

- Communicated effectively with IT team members to share knowledge, best practices, and updates, leading to a collaborative and informed working environment.

Freelance, Remote   2022 – 2024
Data Extraction Freelancer

- Automated data extraction processes using a handful of Python libraries, ensuring efficient and accurate collection of web data.

- Transformed raw data into accessible formats, such as Excel spreadsheets and SQL databases, facilitating seamless integration into clients' existing systems for further analysis and reporting.

- Leveraged websites' APIs for efficient data retrieval while adhering to robots exclusion protocol to ensure ethical and compliant data collection practices.

- Stayed updated with industry trends and technologies to continuously improve data collection methodologies and tools.

PACSUN, Bend, OR   2019– 2020
Sales Associate

- Handled customer inquiries and resolved complaints efficiently, ensuring customer satisfaction.

- Collaborated with team members to achieve store goals and improve overall store performance.

EDUCATION

IBM Cybersecurity Analyst Professional Certificate   2023
Authorized by IBM
Credly Badge
Bachelor Degree in Computer Systems Engineering - IN PROGRESS

ADDITIONAL SKILLS

- Python, JS, Compliance, Problem Solving, Team Collaboration, Database Management, APIs