

Olivia Burkman

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PROFESSIONAL SUMMARY

Detail-oriented cybersecurity student pursuing a B.B.A. in Cybersecurity with a strong foundation in risk management, security frameworks, and incident response. Experienced in data integrity, operational efficiency, and cross-functional coordination in fast-paced environments. Adept at troubleshooting systems, analyzing processes, and supporting secure business operations. Seeking a cybersecurity or IT support internship to apply technical and analytical skills in a professional setting.

EDUCATION

University of Texas at San Antonio (UTSA) – San Antonio, TX
B.B.A. in Cybersecurity | Expected December 2027 | GPA: 2.77

Claudia Taylor Johnson High School – San Antonio, TX
High School Diploma, *Summa Cum Laude* | May 2021

TECHNICAL SKILLS

Cybersecurity: Risk assessment, incident response fundamentals, access control, security frameworks (NIST, CISSP domains), vulnerability awareness

Technical: Python, Java (basic), system troubleshooting, IT support fundamentals

Tools & Platforms: Microsoft Excel, Word, Outlook, Google Workspace

PROJECTS

Secure Road Trip Simulation (Python)

- Developed a Python-based simulation with file handling and user interaction
- Implemented save/load functionality with error handling for data integrity
- Designed probability-based hazard system to simulate risk scenarios
- Debugged and resolved crashes and edge cases

Network Scanning & Vulnerability Analysis Lab

- Conducted Nmap scans to identify open ports and services
- Analyzed vulnerabilities in a simulated DMZ environment
- Interpreted scan results to evaluate system exposure

Cybersecurity Risk Management Exercises

- Handled high-volume financial transactions with accuracy and accountability
- Resolved point-of-sale (POS) system issues, ensuring uninterrupted service
- Demonstrated strong problem-solving and adaptability in high-pressure environments
- Maintained compliance with company policies and safety regulations

PROFESSIONAL EXPERIENCE

Administrative Assistant – Arcis Golf (Nov 2025 – Present)

- Manage scheduling, communications, and daily operations to support business continuity
- Maintain sensitive records with a strong focus on data integrity and confidentiality
- Analyze and organize data using Microsoft Excel to support reporting and decision-making
- Coordinate across departments to streamline workflows and improve operational efficiency
- Troubleshoot administrative and minor technical issues to minimize disruptions

Lead Banquet Bartender – Arcis Golf (Mar 2022 – Dec 2025)

- Handled high-volume financial transactions with accuracy and accountability
- Resolved point-of-sale (POS) system issues, ensuring uninterrupted service
- Demonstrated strong problem-solving and adaptability in high-pressure environments
- Maintained compliance with company policies and safety regulations

CERTIFICATIONS

- Google Foundations of Cybersecurity (#FFN1RGEH8IL) – Oct 2024
- Google Play It Safe: Manage Security Risks (#CF1KJ90KUE4X) – Mar 2025
- Akamai Networking Fundamentals (#TFF79YWXN7AJ) – May 2025
- TABC Certification (#10575263) – Valid through 2027
- Texas Food Handler Certification (#TX-FH-845900) – Valid through 2027