



MAY LEDESMA

Security Analyst

Governance, Risk, and Compliance

Educator | Systems Analyst | Software Engineer | Technical Writer

I bring with me more than two decades of skills, tenacity, and diligence.

PROFILE

- ❑ **Cybersecurity & GRC Leadership:** Multi-disciplinary Security Analyst and ISO 27001 Lead Auditor combining a strong software engineering foundation with expertise in enterprise governance, risk management, and quality frameworks (NIST CSF 2.0, ISO/IEC 27001, IEC 62443).
- ❑ **Technical Policy & Training Execution:** Proven track record of bridging engineering and compliance by authoring enterprise security policies, system requirements, and scalable training programs that educate end-users and ensure audit readiness with zero findings.
- ❑ **Continuous Innovation:** Skilled in developing automated tools (C#/SQL) while actively advancing expertise in AI security frameworks, threat analysis, and industry certification standards.

CONTACT

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PROFESSIONAL AFFILIATIONS AND CERTIFICATIONS

- Certified ISO 27001:2022 Lead Auditor
- Certified ISO 27001:2022 Internal Auditor
- IEEE Pro Comm Member
- Certified Security for AI Fundamentals
- Certified DSPM Architect
- CompTIA Project+, Security+, Network+, and A+ Certified
- Microsoft Certified Professional
- Microsoft Technology Associate (OS, Server, and Security)
- Pragmatic Marketing Certified
- Creative Design, Prototyping, & Testing Certification
- Product Ideation, Design, and Management Specialization
- Establishing Product-Market Fit
- Product Management Essentials
- Designing the Future of Work

EDUCATION

University of Phoenix, Millilani Campus, HI

October 2011 to April 2013

MASTER OF BUSINESS ADMINISTRATION, Completed – 36 Units;
Graduated with a GPA of 4.0

University of the Immaculate Conception, Davao City, Philippines

November 2002 to April 2004

MASTER OF SCIENCE IN INFORMATION TECHNOLOGY, Completed – 48 Units; Graduated with a GPA of 3.75

AMA Computer College, Davao City, Philippines

June 1997 to May 2002

BACHELOR OF SCIENCE IN COMPUTER ENGINEERING, Completed – 238 Units; Graduated Cum Laude with a GPA of 3.75

CAREER TIMELINE

Job Title	Company	Date
Security Analyst, GRC	Silicon Labs	Jun 2024 to Present (FT)
VP of Professional Development	Filipino Young Professionals of Austin, TX (FYP-ATX)	Aug 2025 to Present (Volunteer status)
Subject Matter Expert/Certification Advisory Committee	Computing Technology Industry Association (CompTIA)	Apr 2022 to Present (Volunteer status)
Sr. Technical Writer	Silicon Labs	Nov 2017 to Jun 2024 (FT)
College Instructor	Virginia College	Oct 2017 to Apr 2018 (Adjunct)
Technical Writer	ByLight IT Professional Services, Inc.	Nov 2016 to Sep 2017 (FT)
Training Specialist/Team Lead	Systems Made Simple Leidos Inc.	Oct 2015 to Nov 2016 (FT)
College Instructor	Everest Institute	Jun 2013 to Sep 2015 (FT)
Support Specialist/Tech Writer	www.UpWork.com	Jul 2010 to May 2013 (PT)
College Instructor	Remington College	Sep 2011 to Apr 2012 (FT)
Process Analyst & Trainer	Sticky Media Solutions Inc. (Philippines)	Jun 2008 to Jun 2010 (FT)
GISD Systems Analyst	Davao Light & Power Company (Philippines)	Nov 2007 to Apr 2008 (FT)
Software Engineer	Innodata XML	Nov 2005 to Sep 2007 (FT)
Technical Trainer	Content Factory Inc.	Aug 2005 to Nov 2005 (FT)
College Instructor	Tagum College (Philippines)	Jun 2004 to May 2005 (FT)
College Instructor	AMA Computer College (Philippines)	Jun 2002 to May 2004 (FT)

DETAILED EMPLOYMENT HISTORY

Security Analyst, GRC

June 2024 to Present (Full-time)

Silicon Labs

As a Security Analyst in the Governance, Risk, and Compliance (GRC) function at Silicon Labs, I play a critical role in strengthening the organization's information security posture through policy enforcement, risk management, and process maturity. My work centers on assessing, developing, and maintaining compliance frameworks that align with industry standards and regulations, such as ISO/IEC 27001:2022, NIST CSF 2.0, EU CRA, and IEC 62443.

I collaborate across engineering, IT, and business units to evaluate control effectiveness, identify vulnerabilities, and ensure alignment with corporate and regulatory security requirements. My analytical background as a former software engineer and internal auditor provides a rare blend of technical and procedural insight, allowing me to bridge the gap between engineering realities and compliance obligations. My technical foundation and long-standing documentation experience empower me to communicate complex compliance requirements with clarity and precision, which is an essential trait in a rapidly evolving semiconductor and IoT security environment.

Key Contributions:

- Conducting risk assessments, gap assessments, and internal audits to validate adherence to established security controls and policies.
- Developing and refining GRC documentation – policies, standards, and procedures – to meet both regulatory requirements and operational efficiency goals.
- Partnering with cross-functional teams to implement security awareness initiatives, incident response readiness, and continuous improvement programs.
- Supporting certification and compliance audits by preparing detailed evidence packages, audit responses, and risk treatment plans.
- Contributing to tool integration and automation efforts within GRC workflows, leveraging my systems analysis expertise to improve data accuracy and reporting efficiency.

Notable Achievements:

- Helped Silicon Labs through its ISO/IEC 27001:2022 certification audit, achieving zero findings, four recognized strengths, and only two opportunities for improvement.
- Directed the internal audit program and coordinated all external audit logistics – demonstrating strong leadership in governance, risk, and compliance.
- Assisted in the various facets and activities of gap assessments for NIST CSF 2.0, EU CRA, and IEC 62443.

Situation	Task	Action	Result
Be certified in ISO/IEC 27001:2022 standard across complex semiconductor engineering and IT business units.	Lead the internal audit program, conduct gap assessments, and author/refine GRC policy documentation to ensure complete compliance without hindering engineering velocity.	Leveraged my background in software engineering and technical writing to translate complex technical controls into plain-language policies. Partnered with cross-functional teams to build clear SOPs, conduct gap assessments, and prepare audit evidence packages.	Successfully led Silicon Labs through its ISO/IEC 27001:2022 certification audit with zero findings , four recognized strengths, and only two opportunities for improvement.
Validate enterprise and product security controls for EU CRA and IEC 62443 without disrupting active product engineering lifecycles.	Perform end-to-end gap assessments across internal governance policies and technical engineering practices, identifying compliance shortfalls and establishing a structured roadmap for regulatory readiness.	Mapped existing internal control frameworks against EU CRA and IEC 62443 requirements. Partnered directly with cross-functional product engineering, software, and hardware teams to evaluate existing security policies vulnerability disclosure workflows, and supply chain risk controls.	Established a clear compliance baseline across key product lines and successfully remediated identified control gaps ahead of mandatory enforcement deadlines and external audits.

VP of Professional Development

August 2025 to Present (Volunteer status)

Filipino Young Professionals of Austin, Texas ([FYP-ATX](#))

As the Vice President of Professional Development, I lead the strategic vision, execution, and continuous growth of FYP-ATX's career and leadership initiatives. This executive leadership role oversees professional programming, expands mentorship initiatives, cultivates strategic organizational partnerships, and mentors committee leaders to foster a thriving ecosystem of career empowerment for Austin professionals.

Key responsibilities and impact areas include:

- Strategic Leadership and Vision
 - Define and execute the overarching annual strategy for FYP-ATX's professional development ecosystem.
 - Oversee committee alignment with broader organizational goals and community needs.
 - Serve as a key member of the Executive Board, contributing to high-level organizational policy and growth strategy.
- Program Oversight and Ecosystem Management
 - Provide executive oversight for flagships like cohort-style mentorship programs, interactive workshops, and leadership circles.
 - Direct the planning and execution of high-profile professional mixers, panel discussions, and skill-building sessions.
- Establish qualitative & quantitative KPIs to evaluate program effectiveness and community engagement.

Member – Certification Advisory Committee for Infrastructure

April 2022 to Present (Volunteer status)

CompTIA – [Advisory Committee Profile](#)

- Provides advice and guidance to CompTIA regarding the relevance, accuracy, and other major aspects of the CompTIA Infrastructure certifications, e.g., Cloud+, Network+, Security+, CySA+, PenTest+, etc.
- Provides general, high-level opinions about the Infrastructure Certifications' job roles and skills to advocate for the certifications' adoption within the industry

Subject Matter Expert – Coding Foundations

April 2022 to Present (Volunteer status)

CompTIA – [SME Profile](#)

- Provides expertise and assistance in developing certification exams for the Coding Foundations Certification and Durable Skills Certification

Sr. Technical Writer

November 2017 to June 2024 (Full-time)

Silicon Labs

• **Impactful Projects and Volunteer Roles** – Activities and Achievements:

- ✓ Internal Auditor – Software Quality (2019-2023)
 - Audited software development teams in preparation for external audits, activities
- ✓ Analyst, Developer, Trainer – DocStatus: Document Management and Revision Control System
 - Led the automation project for document requests and status monitoring (wrote all required documents and codes)
- ✓ First female “non-engineering” presenters at the company's 12th Annual Technical Symposium in 2019
- ✓ Chairperson – Technical Symposium Customer Experience Subcommittee (2022-2023)

• **Role Description and Daily Activities:**

- ✓ Collaborated with both technical (e.g., Application Engineers) and non-technical (e.g., Corporate Marketing) employees to provide support in communicating the corporate image through researching, writing, and editing technical documentation such as Application Notes, Data Sheets, Internal Communications, Knowledge Base, Quick Start Guides, Reference Manuals, Release Notes, Technical Specifications, User's Guides, and White Papers
- ✓ Edited and published SDK and API content using a proprietary tool and process for our engineering and technical audience's consumption.
- ✓ Analyzed and interpreted data to determine the required syntax, style, and grammar to edit for standards, conventions, and style to maintain structure throughout various documents
- ✓ Provided technical training to major internal clients (Engineering Business Units) on the standards and processes of technical publications (created all training materials, e.a.. videos, graphics, narration).

College Instructor

Virginia College – IT Studies, Austin, TX

October 2017 to April 2018 (Adjunct)

- Taught, instructed, and facilitated daily activities for Network Specialist classes
- Maintained quality in teaching and instruction through various teaching methodologies
- Evaluated curriculum and syllabus and proposed enhancements that are subject to the college's rules and policies
- Wrote technical documents and presentations for training purposes, including but not limited to daily lesson plans, discussion notes, quizzes/tests, flashcards, study guides, and grading evaluation/criteria

Technical Writer

ByLight IT Professional Services, Inc. (contract with the Veterans Affairs)

November 2016 to September 2017 (Full-time)

- Collaborated with both technical and non-technical Veterans Affairs and ByLight employees on performing writing tasks and activities related to the Veterans Affairs Electronic Health Information Exchange (VA eHX) project/contract, including but not limited to:
 - ✓ Developing/Writing/Editing technical documents such as Software Design Documentation, Configuration Management Plan, Software Build Plan, Installation Guides, User Guides/Manuals, Quick Online Reference, and any other technical documents related to a software application, installation, operation, and maintenance
 - ✓ Interviewing subject matter experts
 - ✓ Review of published materials, including the recommendation of revisions in content and format
 - ✓ Review of client (VA) requirements and transformation of information appropriate for the intended audience
 - ✓ Thorough understanding of current systems as well as the impending enhancements

Training Specialist/Team Leader

Systems Made Simple | Leidos Inc. (contract with the Veterans Affairs)

October 2015 to November 2016 (Full-time)

- Successfully implemented the new Veterans Affairs Time and Attendance System (VATAS) to multiple stations (VA Hospitals in various states and cities) with approximately 100,000 employees trained.
- Effectively trained and managed 18 new Trainers with diverse knowledge, skills, and backgrounds and helped them prepare for deployment to various VA hospitals throughout the country.
- Collaborated with both technical and non-technical Veterans Affairs employees on performing training tasks and activities related to the Veterans Affairs Time and Attendance System project/contract, including but not limited to:
 - ✓ Thorough analysis and development of various training solutions and materials
 - ✓ Recommendation and practical application of developed training solutions in a timely and cost-effective manner
 - ✓ Provision of technical and non-technical support as it relates to the system
 - ✓ Continuous evaluation of educational materials and proposals for improvements
- Worked with subject matter experts in conducting needs analysis and design
- Wrote/created technical and non-technical documents and presentations for training purposes, including daily reports, monthly summary reports, database setup guidelines, and others
- Created and delivered "Training the Trainer" materials affecting the following training tasks:
 - ✓ Training according to a prescribed manual/guide, strictly adhering to an allotted time
 - ✓ Staging the training environment to mirror the actual live database that customers are using
 - ✓ Creating training schedules, training status, and updates for analysis using MS Excel's pivot tables
 - ✓ Soliciting system issues and enhancements directly from the users
 - ✓ Documenting/reporting issues after a successful replication through the company's JIRA system
 - ✓ Documenting daily training events and uploading these documents through the company's Confluence system

College Instructor

June 2013 to September 2015 (Full-time)

Everest Institute – IT Studies (Zenith Education Group) Austin, TX

- Taught, instructed, and facilitated daily activities for MS Office (Word, Excel, PowerPoint, Access, Publisher, Outlook), Microsoft Security, Windows Vista/7/8, Various Linux Distributions, Customer Support, CompTIA A+, and N+ classes
- Practiced and maintained distinction and quality in teaching and instruction through various teaching and mentoring responsibilities, including but not limited to:
 - ✓ Adhering to school policies and administering the same to students
 - ✓ Applying appropriate and high-standard methods of instruction and evaluation
 - ✓ Preparing course syllabi and elements therein, such as activities, lab work, and tests
- Exhibited system/process analysis skills in evaluating curriculum enhancements/changes proposals that are subject to the institution's rules, policies, and processes
- Wrote/created technical documents and presentations for training purposes, including but not limited to daily lesson plans, discussion notes, quizzes/tests, flashcards, study guides, and grading evaluation/criteria

Support Specialist & Technical Writer

July 2010 to May 2013 (Part-time)

www.UpWork.com (an online workplace - [Profile](#))

Provided online technical support for various companies; duties include:

- Answering technical questions related to the installation and usage of specific Windows-based internet software and writing technical training materials for various employee skill levels
 - ✓ Java Blackbelt – April 29, 2011 – June 21, 2011 (provided community support and wrote monthly newsletters)
 - ✓ MJ Consulting – April 28, 2011 – July 10, 2011 (wrote general computing and MS Office training materials)
 - ✓ B2Evolution.com – October 16, 2012 – March 14, 2013 (wrote online user's manual for a blog/social CMS)
- Providing technical writing services by creating online content for various topics, including technology, weight loss, automotive, and beauty products for the following clients:
 - ✓ MJ Distributing – August 28, 2010 – January 23, 2011 (776 articles written on loans, credits, & scientific studies)
 - ✓ Andy Cooper – January 24, 2011 – April 11, 2011 (17 articles written on weight loss, electronic cigarettes)
 - ✓ Steiner Marketing – July 16, 2011 - August 3, 2011 (51 articles written on PC cleanup, spyware, and system tools)
 - ✓ Velocity Network Solutions – March 1, 2012 – April 16, 2012 (89 articles written on file extensions)
 - ✓ Optimal Software – February 24, 2012 – August 31, 2012 (560 articles written on technology-related topics)
 - ✓ Private Jets – September 13, 2012 – January 5, 2013 (53 articles written on chartered flights)

College Instructor - MS Office Suite

September 2011 to April 2012 (Full-time)

[Remington College, Honolulu, Hawaii](#)

- Trained students in the area of specialty with essential duties and responsibilities as follows:
 - ✓ Prepared lesson plans, syllabi
 - ✓ Instructed and evaluated students with management-approved materials
 - ✓ Tracked students' attendance and grades
 - ✓ Kept abreast of technological changes
 - ✓ Attended faculty and staff meetings or in-service meetings
 - ✓ Demonstrated technical writing capabilities by creating training materials such as lesson plans, tests, study guides, and PowerPoint presentations