



Summary of Qualifications

10+ years of technical IT experience, 5+ years of experience as a legal analyst, and 5+ years of experience in cybersecurity. Amanda has a diverse background in office support, team management, information technology, physical and data security, and analysis, with decades of experience supporting large-scale projects. Her work as an Executive Assistant at Snapdone Inc., where she oversees software testing, cybersecurity, error tracking, and customer relations, makes her stand out. Supports a wide range of IT services to nearby law firms. She is also in charge of maintaining in-depth knowledge of products such as Microsoft Word, Outlook, Excel, PowerPoint, Publisher, Vizio, WTT, Project Studio, and VMware. Cybersecurity graduate, eager to assist with technological tasks in the information sector.

Research and Evaluation: Extensive experience in IT roles as well; managed IT systems at Vectra Fitness Manufacturing, produced add-ins and test infrastructure for Microsoft products, and worked on SQL Database Engineering. She has an Associate in Applied Science-Transfer from Green River College and is knowledgeable with database structures, security concepts, and operating systems. In addition, she is strengthening her academic credentials by studying toward a bachelor's degree in information technology cyber security, which will provide her expertise in

networking, cybersecurity, and IT resource management.

Leadership and Communication: Amanda has worked on numerous large-scale projects and has decades of experience in office support, team management, information technology, physical and data security, and analysis. She is distinguished by her work as an Executive Assistant at Snapdone Inc., where she oversees customer relations, cybersecurity, software testing, and mistake monitoring. Expert knowledge of VBA programming in Microsoft Word, Outlook, Excel, PowerPoint, Publisher, Vizio, WTT, Project Studio, and VMware. Recent cybersecurity graduate, ready to help with technical strategies.

Technical Product Design: Her technological proficiency is validated by her certifications in Python, SQL, CCNP, CCNA, CompTIA, and Security+. Amanda Hoffmaster is a U.S. citizen who has demonstrated her commitment to efficient management and security coupled with her record of devoted service in the Air Force demonstrates specific skills and drive needed for roles in information security.

Expert Document Assembler: mastery over automation processes, especially those developed through custom machine learning techniques. By integrating these advanced technologies, I have dramatically reduced the preparation time traditionally required to draft legal content while ensuring the highest standards of security, privacy, accuracy and relevance.

Education

Associates of Science in Cybersecurity and Information Technology with Highest Honors (3.95GPA)

Awards: 12-time Dean's List award. Highest-Honors degree brand.

Awarded August 2022

Green River College, Auburn, WA

Activities and societies: Study Group moderator of 180+ students, Women in Tech, Student Government

Skills: Ethical Penetration · Certified Information Systems Security Professional · OSSTMM Professional Security Tester Accredited Certification · CompTIA Security+ · Information Technology Infrastructure Library

Bachelor of Applied Science in Cybersecurity and Information Technology (3.98GPA)

IN PURSUIT

Associate of Science in Engineering (3.98GPA)

IN PURSUIT

Online Learning Coach – Washington Virtual Academies K12

Guide and instruct students on proper study skills, note taking, organization and academic agendas.

Help students and their families navigate online learning environments, course content, learning outcomes

Tutor students in various subjects as needed by the student.

Experience

Snapdone Inc. is a family-operated pioneering technology company specializing in legal document automation and Project Management solutions. Our innovative software and PMP-backed processes empower hundreds of law firms across Seattle and beyond, streamlining their document preparation processes and enhancing overall productivity. At Snapdone Inc., we leverage cutting-edge technologies and deep legal expertise to transform how legal professionals create, manage, and utilize documents.

- Maintain positive interactions with law firms
- Conduct legal research and investigation
- Serve and file court documents
- Maintain company records
- Create templates for legal documents
- Report generation and error logging
- Software Testing and debugging

- General accounting and office duties –
- Maintain communication systems.
- Programs used: Snapdone, Form Tool, DoxseraDB, Microsoft Word, Outlook, Excel, PowerPoint, Publisher, Vizio, WTT, Project Studio, and VMware.

IT Contracting Experience

IT Operations, Security Services, Software Development:

- Supervised vendors responsible for the execution and reporting of automated test cases in progressively scaling infrastructures.
- Spearheaded a major project for Excel-powered data visualization to populate distributable dashboards for frequent test failures and delayed tracking using complex pivot tables, charts, graphs, and plug-ins such as Pivot View, Pivot BI, and Power View.
- Ensured solid reporting to developers and stakeholders by pulling data dynamically from both web queries and graceful database queries to track trends, test results, and performance,

[2010]

U.S Air Force

Security Forces:

- Basic military training
- Technical school: Security Forces/ MP
- Navigation and map reading
- Marksmanship
- Lawful investigation policies and procedures
- Field operations
- Radio communication
- Conduct regular patrols and facility searches

[2008]

Private Security Consultants

Campus Security Officer, Microsoft Redmond Campus:

- Prevent unauthorized access to campus facilities
- Emergency and non-emergency response
- Conduct risk assessments
- Loss prevention /search and seizure procedures
- Observe and report activities and interactions
- Dispatch and radio communications
- Conducting vehicle, foot, and bike patrols.
- Customer service
- Assist police in public safety and law enforcement.
- Traffic control and event management
- Self-defense tactics

Involvement and Activities

Unit Adjutant/ Adult volunteer

Seattle Young Marines

- Help youth become better citizens /leaders via physical fitness and military drill
- Assist preparation of bi-monthly drill, and training activities.

Drug/alcohol awareness and leadership training through DDRs

- Ensure Young Marines and staff are complying with safety procedures
- Establish and maintain strong and effective working relationships with staff, students, and the public.
- Encouraging youth to live a healthy drug free lifestyle
- Project coordination with unit staff, parents, Young Marines, school districts and local governments.
- Community service and outreach around the Puget Sound region.
- Secure practice facilities and equipment

