

MAURA C SHELTON

CONTACT



www.mauracshelton.com



[linkedin.com/in/mauracshelton](https://www.linkedin.com/in/mauracshelton)

EDUCATION

COMPTIA SECURITY+

CompTIA

Nov 2023

RICE UNIVERSITY

Cybersecurity Bootcamp

May 2023

ALVIN COMMUNITY COLLEGE

General Studies in Literature

May 2018

SKILLS

- Incident Response
- Vulnerabilities and Hardening
- Network Security
- Cloud Security
- Cryptography Principles
- Security Awareness and Fundamentals

ADDITIONAL SKILLS

Adaptable
Flexible
Attention to Detail
Problem Solving
Effective Communicator
Collaborative

ABOUT ME

Adept in cybersecurity practices with a CompTIA Security+ certification, demonstrating expertise in analyzing potential security risks and devising proactive solutions. Transitioned from a successful career in customer service across diverse industries, refining exceptional communication skills and adopting a customer-centric approach. Exhibits swift acquisition of new skills and proficiently leverages honed technological expertise gained from diverse experiences in software utilization, knowledgeable management of social media and mobile devices, along with meticulous record-keeping.

WORK EXPERIENCE

LIBRARY DIGITAL MEDIA CLERK

Brazoria County Library System, Manvel, TX | Jul 2017 - Oct 2022

- Maintaining digital records and patron data entry.
- Instructing patrons on automated information systems and online cataloging.
- Designing and managing social media platforms.
- Managing library digital devices such as computers, tablets, photocopiers, and scanners.
- Taking action to resolve patron inquiries and problems.

PRODUCT MANAGER & WATCH SPECIALIST

Fossil INC, Pearland, TX | Apr 2015 - Jul 2017

- Managing staff, virtual training, and performance assessments.
- Developing a weekly income projection reference report.
- Read and evaluate incoming emails, memos, and reports.
- Process incoming shipment reports
- Assessing customer needs and overseeing sales operations.