# 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

- Focused on technology and innovation through systems, business, process, and standards analysis, applications development, technical writing, technical training, and cybersecurity
- A seasoned Software Engineer with direct experience analyzing and writing not only application codes but also systems requirements specifications, user manuals, and training materials, as well as auditing software teams for software quality (ISO/IEC 25010:2011)
- Currently enriching the mind with Certified Information Systems Security Professional (CISSP) and CompTIA Cybersecurity Analyst (CySA+) learning materials and study guides

## CONTACT

WEBSITE:
**https://www.mayledesma.com/resume**

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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
- Financial Management and Developing Innovative Ideas for Product Leaders
- Product Ideation, Design, and Management Specialization
- Establishing Product-Market Fit
- Product Management Essentials
- Designing the Future of Work

## EDUCATION

**University of Phoenix, Mililani 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 Laboratories | Jun 2024 to Present (FT) |
| **Director 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 Laboratories | 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 Content Factory Inc. | Nov 2005 to Sep 2007 (FT) |
| Technical Trainer | | Aug 2005 to Nov 2005 (FT) |
| College Instructor | Tagum College (Philippines) | Jun 2004 to May 2005 (FT) |
| College Instructor | AMA Computer | 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 such as ISO/IEC 27001, NIST, CRA, and SOC 2.

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 – 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 lead 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.

**Director of Professional Development**            August 2025 to Present (Volunteer status)
Filipino Young Professionals of Austin, Texas (FYP-ATX)

As Director of Professional Development for the Filipino Young Professionals of Austin, I lead initiatives aimed at elevating the career readiness, leadership capacity, and community engagement of Filipino professionals and students across the Greater Austin area.

In this strategic volunteer role, I design and oversee programs that foster growth through mentorship, training, and cross-industry collaboration. I develop partnerships with local organizations, universities, and industry leaders to create pathways for members to access resources, certifications, and professional networks that advance both individual and community success.

Key responsibilities and impact areas include:
- Developing and executing professional development strategies aligned with the organization's mission to empower Filipino professionals in Texas.
- Organizing workshops, panel discussions, and certification bootcamps focused on technology, leadership, and entrepreneurship.
- Mentoring early-career professionals and connecting members with mentors across disciplines.
- Coordinating outreach with corporate partners to expand visibility and funding for FYP-ATX initiatives.

This role highlights my ongoing commitment to service, mentorship, and community leadership – values that extend beyond my corporate contributions into the realm of social impact and representation.

**DETAILED EMPLOYMENT HISTORY … continued**

**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 in order 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 Present (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 include:
      - Planning meetings, audit interviews, gap identification, assessment documentation, and closing meetings
    - Audited software feasibility, requirements gathering/planning, design and implementation, requirements specifications testing, use case and acceptance testing, maintenance, training, and documentation
  - ✓ Analyst, Developer, Trainer – DocStatus: Document Management and Revision Control System
    - Led the automation project for document requests and status monitoring (wrote all required documents)
    - Coded the automated tool in Visual Studio C# and designed the database with MS SQL Server
    - Trained users with system use and maintained the system for updates, features, and bugs
  - ✓ Among the first female "non-engineering" presenters at the company's 12th Annual Technical Symposium in 2019
    - Presented "Doctopus It! Simplifying the Many Tentacles of Software and API Documentation" with a goal of introducing "Documentation as Code" to Software Development teams
    - Inspired and promoted the use of a proprietary API documentation workflow to publish to docs.silabs.com
  - ✓ Chairperson – Technical Symposium Customer Experience Subcommittee (2022-2023)
    - Led a team of engineers in evaluating abstracts for the company's annual Technical Symposium in the area of Customer Experience, including Developer/User Experience, APIs, Libraries, Sample Codes, Cloud Services, and Support Collaterals
- *Role Description and Daily Activities*:
  - ✓ Collaborates 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
  - ✓ Edits and publishes SDK and API content using a proprietary tool and process for our engineering and technical audience's consumption.
  - ✓ Analyzes and interprets data to determine the required and appropriate syntax, style, and grammar to edit for standards, convention, and style to maintain a proper look and feel throughout various documents
  - ✓ Provides technical training to major internal clients (Engineering Business Units) on the standards and processes of technical publications (writes/creates all training materials, including videos, graphics, narrations)
  - ✓ Exhibits working expertise in MS Office Suite, Oxygen XML Editor, Visio, easyDITA, Git, Confluence, JIRA, Doxygen, Adobe Experience Manager, and Adobe Creative Cloud Suite (Acrobat DC, Photoshop, Illustrator) and Adobe Analytics

**DETAILED EMPLOYMENT HISTORY … continued**

**College Instructor**                                          October 2017 to April 2018 (Adjunct)
Virginia College – IT Studies, Austin, TX

- 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**                                  November 2016 to September 2017 (Full-time)
ByLight IT Professional Services, Inc. (contract with the Veterans Affairs)

- 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**                         October 2015 to November 2016 (Full-time)
Systems Made Simple | Leidos Inc. (contract with the Veterans Affairs)

- 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 background 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

**DETAILED EMPLOYMENT HISTORY … continued**

**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 works, and tests
- Exhibited system/process analysis skills in evaluating curriculum enhancements/changes proposals that are subject to the institutions' 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 online; 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
  - ✓ JavaBlackBelt – 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, 21012 – 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