

# Jessica Roxana Juarez

📍 Los Angeles, CA ✉️ jessi.juarez3@gmail.com 📞 (323) 599-2092 🌐 www.linkedin.com/in/JessicaRJ Suarez

## SKILLS

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### Technical

Linux, Microsoft, Mac OS, VMWare, Microsoft Office (Excel, Word and PowerPoint)

### Research

OSINT, Intelligence, International Relations, Cybersecurity Policy, Incident Response, Safeguards, Geopolitical Security

### Language

English (Professional)  
Spanish (Professional)  
Russian (Limited Working Professional B1)

## EDUCATION

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### Master of Arts, Nonproliferation and Terrorism Studies

05/2022

*Middlebury Institute of International Studies*

3.69 GPA

- Russian language of study. Regional expertise: Brazil, Russia, and the Middle East. Relevant Coursework: Intl. Security Research & Analysis, Science & Technology, Global Politics, Intelligence Analysis, Open Source Tools, Fundamentals of Cybersecurity.

### Bachelor of Arts, History, Minor Jewish Studies

05/2019

*California State University Northridge*

3.0 GPA

## CERTIFICATES

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- CISA 100W Cybersecurity Practices for Industrial Control Systems
- IBM Introduction to Cybersecurity Tools & Cyber Attacks
- ISC<sup>2</sup> Entry-level Cybersecurity Certification (In Progress - Expected Completion: September 2022)

## ACADEMIC EXPERIENCE

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### Conflict and Cyberspace

01/2022 – 03/2022

*Naval Postgraduate School*

- This course examines how cyberspace, particularly the Internet, can serve as a tool of conflict in the hands of both state and non-state actors.
- Topics include: Technology trends, cyber-based information operations (IO), cyber intelligence, domestic and international laws governing cyber operations, threat analysis, threat actors, cyber terrorism, cyber warfare, and cyber defense.

### Intl. Safeguards Policy and Information Analysis Practicum

06/2021

*Lawrence Livermore National Laboratory, Virtual*

- Discussed the role of the IAEA, evolution, and history of international nuclear safeguards.
- Analyzed case studies related to safeguards, inspection, material accounting, containment, surveillance, threat analysis, threat actors.
- Introduced to open-source tools, information collection, intelligence, and analysis.

### Nuclear Research Reactor Practicum

01/2021

*Czech Technical University in Prague, Virtual*

- Hands-on activities at the Training reactor VR-1; Technical analysis of reactor operation and control for research and power reactors.
- Comprehensive administrative and technical overview on safe and secure operation of nuclear installations including: Nuclear safety, radiation protection, emergency preparedness, operations security.

## PROFESSIONAL EXPERIENCE

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### Office Specialist

*Robert Half Staffing Agency*

07/2017 – 02/2020

Los Angeles, CA

Contracted by the staffing firm to perform multiple assignments related to administrative duties on a temporary basis in the Los Angeles area.

- Helped register first-time patients into the digital database system and supplying necessary forms to initiate intake process.
- Bilingual in English and Spanish. Served as first point of contact to – office visitors, staff, clients (email, telephone, ticketing software)
- Efficiently handled scheduling, travel arrangements, logistics for events, business reports / documentation, and other tasks for senior executives and managers.
- Established best practices to consolidate and update client data from multiple sources and eliminated duplicate data to streamline processes and increase departmental efficiencies.
- Recognized patterns and communicated departmental inconsistencies, reducing team error rate and reporting to senior management.
- 100% committed to customer satisfaction.

### Social Justice Intern

*Jewish World Watch*

01/2019 – 07/2019

Encino, CA

- Assisted project manager with organizing the largest community event on genocide awareness in the nation with over 2,000 local supporters each year.
- Collaborate with policy research on human rights.
- Increased public interest and engagement by 20% by designing interactive educational activities and implementing cultural diversity strategy.
- Engaged with corporate & local businesses to secure sponsorships, donations, and fundraisers.

### Museum Education Intern

*Museum of Tolerance*

01/2019 – 06/2019

Los Angeles, CA

- Lead 3 daily permanent and special museum exhibit tours.
- Assisted over 100 daily museum visitors.
- Demonstrate initiative, participated in all professional development opportunities.