

sarah.puffen@temple.edu

EDUCATION

TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA

Master of Science, IT Auditing & Cyber-Security

Graduation: August 2020

TEMPLE UNIVERSITY, College of Public Health, Philadelphia, PA

Bachelor of Science, Kinesiology

Graduation: December 2014

EXPERIENCE

Law Offices of Tai Y. Wong, P.C., Philadelphia, PA

April 2013 – Present

Legal Assistant

- Assist the attorney by answering phone calls, drafting detailed new client intakes, and following up with clients regarding their case.
- Draft letters, legal documents, and client medical record time-lines.
- Handle sensitive client information and ensure confidentiality is always maintained.

Red Owl Tavern, Philadelphia, PA

October 2015 – Present

Server

- Describe and recommend dishes and/or beverage to customer based on their individual preference.
- Work with team members to maintain a clean, stocked, and prepared service station.
- Communicate with management regarding any conflict resolution needed throughout service.

ACTIVITIES

Member, Information Systems Audit and Control Association (ISACA), 2018 – Present

Member, Pinups for Pitbulls Street Team, 2017 – Present

INFORMATION SYSTEMS PROJECTS

Philadelphia based start up: Assisted in designing website layout, writing standard language throughout the website, and completing numerous rounds of user acceptance testing while providing feedback regarding necessary changes in functionality and website aesthetic.

SELECTED COURSES

Enterprise Architecture for IT Auditors, IT Audit Process, IT Delivery & Support, Systems & Infrastructure Life Cycle Management, IT Governance, Protection of Information Assets, Business Skills for ITACS Professionals

INFORMATION TECHNOLOGY SKILLS

Analysis:	Visio
Software Development:	Visual Studio.NET
Web Development:	HTML
Database Management:	MySQL
Project Management:	Microsoft Project, Microsoft Office