





Fares Al-qaisi

Planning Assistant | Cybersecurity & Administrative Support

 Victorville, Ca

 (760)-590-7848

 Faresqaisi998@outlook.co

 linkedin.com/
faresqaisi998

EXPERTISE

- Planning and organizing
- Public communication
- Permit & record management
- Technical troubleshooting
- Database administration
(SQL, Access)
- Network configuration (Cisco
routers/switches)
- Regulatory compliance
- Problem solving
- Teamwork & collaboration
- Adaptability

EDUCATION

**CALIFORNIA STATE
UNIVERSITY, SAN
BERNARDINO**
BACHELOR OF SCIENCE IN
CYBERSECURITY (2025)

**Barstow Community
College**
Associate of Science in
Computer Business
Information Systems (2023)

Certifications
(CompTIA Security+ in
progress,
Cisco CyberOps Associate
HIPAA Compliance Training

Certificate of Completion –
Penetration Testing with Kali
Linux Workshop

PROFILE

Detail-oriented professional with hands-on experience in technical support, network administration, and public-facing roles. Skilled at interpreting regulations, preparing clear documentation, and providing excellent customer service. Excited to contribute to city planning by leveraging technical expertise, strong communication, and a passion for community service.

PROFESSIONAL EXPERIENCE

CYBERSECURITY & ADMINISTRATIVE PROJECTS JAN 2024 – MAY 2025

California State University, San Bernardino

- Participated in enterprise cybersecurity labs as Red, Blue, and Orange Team member, simulating real-world attack/defense and team communication scenarios.
- Designed and configured office networks with Cisco routers, switches, and VLANs using Cisco Packet Tracer.
- Built and managed SQL databases for simulated planning and reporting tasks.
- Prepared technical documentation and public-facing reports for projects and labs.
- Built a simulated Learning Management System in Microsoft Access with custom tables, queries, and relationships for data security practice.

FREELANCE TECH SUPPORT & ADMINISTRATIVE SPECIALIST JUN 2020 – PRESENT

- Provided technical and administrative support clients, resolving hardware, software, and information management issues.
- Delivered clear and effective communication to diverse customers, translating complex information into accessible language.
- Maintained digital and paper records for clients, handled confidential information, and ensured regulatory compliance.
- Supported customers in completing online applications, permits, and documentation for various services.
- Designed, configured, and maintained computer networks using Cisco routers and switches, troubleshooting connectivity issues and optimizing performance for clients.
- Completed advanced projects with Cisco Packet Tracer, simulating real-world office environments, VLAN configurations, and secure data routing **Volunteer**,

CISO Club & STEM Outreach

CSUSB

- Organized and assisted in public outreach events, answered questions, and helped the community understand technical and administrative topics.

TECHNICAL SKILLS

- Security Tools: John the Ripper, Crackstation, Wireshark, Nmap, Metasploit, Hydra, Netcat
- Operating Systems: Kali Linux, Windows 11, Windows Server, Ubuntu
- Programming & Scripting: Python, Bash, SQL
- Concepts: Vulnerability Scanning, Password Cracking, Firewalls, IDS/IPS, Social Engineering
- Platforms: VirtualBox, VMware, SQL Server 2022, Microsoft Access, Cisco Packet Tracer
- Network Design & Troubleshooting: Cisco Packet Tracer, Router/Switch Configuration
- Office Administration: Microsoft Office Suite, Record Keeping, Public Records Management