JOSEPH BLACK

LICENSURE/AFFILIATIONS

- Member (Student) – ISACA (Information Systems Audit and Control Association)
- HRCI (Human Resources Certification Institute) – **PHR** (Professional in Human Resources) Certification (09/18/22)
- CompTIA (Computing Technology Industry Association) –
  - IT Fundamentals: FCO-U61 – 07/03/22
  - A+: 220-1101 & 220-1102 – 11/13/22
  - Network+: N10-008 – 02/26/23
  - Security+: SY0-601 – 03/25/23
  - CySA+: CS0-002 – 03/26/23
  - PenTest+: PT0-002 – 01/10/25

SUMMARY OF SKILLS & QUALIFICATIONS

- 10+ years of federal IT and user support experience
- Support networked systems in secure federal environments
- Supervised and trained staff in technical and compliance roles
- Advised staff on tech issues, system access, and hardware setup
- Experience managing department intranet and basic web updates
- Former IT Alternate with hands-on troubleshooting experience
- Completing Cybersecurity B.S. with honors
- Cisco networking, virtualization, and basic system security
- Wireshark, Nessus, Burp Suite, Nmap, and Ghidra experience
- Familiar with forensic tools: Autopsy, FTK Imager, Volatility

WORK EXPERIENCE

Federal Bureau of Prisons – (MSTC) Management and Specialty Training Center – Aurora, CO

Instructional Systems Specialist – GS-1750-12 August 2023 – Present

- Designed and delivered six annual training updates and one original course during 2024 using Lectora and other editing tools.
- Designed, developed, evaluated, and provided educational or training services in management and specialty training programs.
- Developed courses for distance learning, including web-based and computer-based virtual instruction.
- Conducted needs assessments to support curriculum development and maintain the department intranet (Sallyport).
- Reviewed training materials, policies, and federal guidance to support course design and ensure content accuracy.
- Assembled custom hardware solutions to upgrade department computers, integrating editing systems with agency hardware.
- Provided law enforcement staff coverage for institutions as assigned; secondary law enforcement position.

Federal Bureau of Prisons – Correctional Institution (Southeast Region)

Employee Development Manager – GS-0201-12 November 2020 – August 2023

Primary Duties:

- Created automated reports using the agency's LMS (BLU); exported and filtered data in Excel for training analysis and reporting.
- Created pivot tables and graphs to illustrate mandatory training standards for executive staff.
- Reviewed policies to advise the CEO/Warden on training requirements, serving as the primary advisor on agency and legal standards affecting employee development.
- Created and maintained database of rosters for various teams and committees that continually update and require specialized training throughout the institution. Database design was created in a way for anyone to interpret.
- Collaborated with institutional department heads to ensure adequate training plans exist to train probationary staff, and assist as necessary in the instruction of trainees enrolled in institution training courses. Responsible for providing Introduction to Correctional Techniques (ICT) Phase I to all new hires.
- Trained and developed in-house instructors in teaching concepts and techniques; develop course outlines, lesson plans, course schedules; develop and implement effective tools of evaluation for the training program; develop an annual training plan/needs assessment; maintain records to ensure required programs are fully implemented and that BOP/ACA standards are met; and monitor mandatory training compliance and evaluations.
- Served as a cost center manager with an annual allocation of institution funds which must be budgeted and projected for staff development requirements and needs. Routinely inventory and manage assigned controlled items and equipment within the department.
- Served as the chairperson of the training committee, advising and guiding the committee with a strategic plan concerning the institution's programs and needs, consistent with budgetary limitations and priorities.
- Reviewed the operation of program areas to ensure regulatory requirements are met, e.g., operations reviews and provide data or interpretation of training requirements to outside departments during perpetual audits such as operational/program review.
- Maintain the department Sallyport/Intranet page.
- Provided technical support to staff, from basic computer literacy to troubleshooting network and learning software issues; introduced tools and reports to improve departmental workflows.

Institution Duty Officer – (Collateral Duty) November 2020 – August 2023

- Provided rotating institutional oversight during assigned tours, including operational updates, system testing, and statistical reporting.

Selective Placement Program Manager – (Collateral Duty) October 2021 – February 2023

- Coordinated federal equal employment initiatives and contributed to required reporting, including the Federal Equal Opportunity Recruitment Program (FEORP), the Disabled Veterans Affirmative Action Program (DVAAP), and the EEOC's MD-715 directive.

Staff Mentor and Staff Mentor Instructor – (Collateral Duty)   November 2020 – August 2023
• Facilitated new staff development and served as a mentor instructor across multiple training cycles.
Armed BPT (Basic Prisoner Transportation) Escort Officer – (Collateral Duty)   November 2020 – August 2023
• Maintained marksmanship certification and escorted inmates during secured prisoner transport assignments.

Federal Bureau of Prisons – Correctional Institution (Mid-Atlantic Region)
Teacher – GS-1710-09/11   July 2014 – November 2020
• Taught adult learners and designed instructional plans to support high school equivalency education.
• Adapted academic programs to meet student needs across diverse learning backgrounds, including ESL and special accommodations.
• Managed education records using agency systems and analyzed performance data to guide instruction.
• Provided tech support and formatting assistance; resolved hardware and software issues for instructional needs.
• Served in collateral roles including Planning Section Team member, Computer Services Alternate, and Institution Historian.
• Led clerk and tutor training programs; coordinated annual graduation ceremonies and interagency library partnerships.
• Represented education department in community meetings and briefed stakeholders on program outcomes.
• Acted as Supervisor of Education during absences and supported department operations through planning, reporting, and briefings.
• Managed budgets and operational planning for program areas including the Leisure Library, Typing Room, and Special Housing Unit.
• Prepared an interagency agreement for an interlibrary loan program in coordination with Boyd County Library.
• Led orientation briefings, signed department documents, and attended leadership meetings during acting assignments.
• Conducted recurring audits and operational reviews of the literacy program to support instructional quality and compliance standards.
• Recognized with multiple QSI and Time-Off awards for performance; earned FLETC Honor Graduate designation in 2014.
Accomplishments:
• Achieved department's highest graduation rate per internal reports; consistently exceeded performance benchmarks.

• Managed responsibilities across instruction: 53% instruction, 17% library services, 15% planning/reporting, 7% tech support, 8% misc.

EDUCATION

Dakota State University, SD
• Information Systems Master of Science (MSIS) – Cybersecurity Specialization   May 2024 – Present

University of Maryland Global Campus, MD
• Bachelor of Science (BS) – Cybersecurity Technology w/ minor in Computer Science   October 2023 – August 2025
• Undergraduate Certificate – Computer Networking   October 2023 – December 2024

Marshall University Huntington, WV
• Master of Arts in Teaching *(*MAT*)* **–** Social Studies 5-Adult   Graduated – December 2012
• Regents Bachelor of Arts *(*RBA*)* – emphasis: International Affairs and History   Graduated – December 2010

MILITARY

United States Army – **Combat Medic – 91W/68W – Health Care Specialist**   July 2002 – March 2009

HONORS & ACTIVITIES

• FLETC (BOP) Honor Graduate in 2014
• Twice awarded Army Commendation Medal: 2007, 2008
• Upsilon Pi Epsilon – International Honor Society for Computing and Information Disciplines

• UMGC Computing Club, Student Veterans of America, and One2One Mentor