LANCE PETERSON

Senior Business Administrator | Cyber Operations Student

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PROFESSIONAL SUMMARY

Business administration professional and Cyber Operations student with experience in technology and manufacturing operations, executive support, stakeholder collaboration, and policy-conscious business processes. Bringing strong communication, analytical, and organizational skills to a developing career in cybersecurity.

PROFESSIONAL EXPERIENCE

Senior Business Administrator | Microsoft • 2021–Present

- Support leadership operations, including scheduling, travel coordination, and expense administration.
- Coordinate cross-functional initiatives, business planning activities, and project follow-through.
- Support software licensing administration and vendor coordination in accordance with organizational processes.
- Assist with budget preparation, purchasing, and invoice processing.
- Facilitate team communications, meetings, training activities, and operational improvements.

Office Administrator | Manufacturing Industry • 2016–2021

- Provided administrative support to management and executive leadership in a fast-paced environment.
- Coordinated activities across purchasing, finance, logistics, and daily operations.
- Worked with internal stakeholders to address business needs while following applicable policies and procedures.

EDUCATION

Bachelor of Science, Cyber Operations | Boise State University • Expected April 2027

Bachelor of Science, Business Management | Western Governors University • May 2020

CORE SKILLS

Business operations • Cross-functional coordination • Stakeholder communication • Process improvement • Policy and compliance awareness • Risk assessment fundamentals • Cybersecurity fundamentals • Microsoft 365 • Excel • Copilot

CYBERSECURITY LEARNING & PROJECT WORK

Academic focus includes cybersecurity risk management, network security concepts, incident response, and security awareness. Developing an educational cybersecurity website with interactive learning activities, including phishing recognition exercises and knowledge quizzes.