

INFORMATION SECURITY AND RISE

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Skills

System Administration Windows and Linux systems and domains, Complex cloud architecture

Information Security ISO and NIST Information Security frameworks, Information Governance, Risk and Compliance

assessments, Incident Response and Management

Project Management Organization skills, Avid writer, Task prioritization, GANTT charting, Critical Path, Process Documentation

Cloud Services Amazon Web Services, Google Cloud Platform, Office 365/Azure

Customer Service Experience working with both internal and external stakeholders and customers.

BC/DR Disaster Planning (AWS, VMWare), Business Continuity Planning and Testing

Tools ____

SIEM/Log Aggregation Splunk, Logstache/Kibana, Manual Processing with database tools and RegEx

Vendor Management RFPs/RFIs, ExterroVRA, Archer, RFP360

Vulnerability Scanning Tenable Security Center, NMAP, OpenVAS, BurpSuite, ZAP

Resource Managment Salesforce, Zoho, Clickup **Antivirus/Endpoint** Sophos, eSet, various others

Ediscovery iConect, Lexis Nexis, Relativity, Nuix, Exterro, Productions,

FTK, Encase, Helix

GRC CtrlMap, Exterro

Experience ____

Exterro, Inc. Beaverton, OR

TECHNICAL COMPLIANCE MANAGER

Jun 2019 - Present

Nov 2016 - Jun 2019

- Build, Document, and implement our Information Security Management System across many offices, two continents, and many different cloud environments in AWS, Azure, and Google Cloud.
- Functioned as one of two Business Continuity Plan coordinators across the company. In charge of reviewing BCP and DR plans to evaluate them against standards and recommend changes in line with FISMA, NIST 800-34, and similar standards.
- Incident Response
- Manage projects to acquire and maintain organizational certifications for FedRAMP. ISO 27001, HITRUST, TISAX, and SOC2.
- Perform audits on internal processes and control tests and report results to CTO.
- Maintain our previously acquired SOC attestation while progressing the company through ISO, HiTrust, and FedRAMP.
- Stay up-to-date with current industry standards and best practices.
- · Work with numerous system monitoring software for the purposes of identifying security and software issues.
- Coordinate with sales to respond to customer questionnaires with world-class service by communicating directly with clients regarding our infrastructure and security.
- Engage with clients and their representatives as a subject matter expert during external audits.
- Work with Federal Agencies' Information Security Engineers and Technicians in order to assess, improve, and refine our Information Security Management System.
- · Confer with System Admins and Engineers internally to ensure they satisfy compliance and security requirements.

Exterro, Inc.Beaverton, OR

• Administered complex client-facing infrastructure based our of AWS and Azure.

- Shared e-discovery industry knowledge with the Product Management and Customer Success teams.
- Worked directly with clients, diagnosing and resolving configuration issues, both with our product and the software integrated with it.
- Exceeded very ambitious metrics while coordinating a multicultural team to their company culture and security posture for the better.

Scarab Consulting Austin, TX

IT SECURITY OPERATIONS MANAGER

Dec 2014 - Sep 2016

Apr 2010 - Dec 2014

- Handled purchasing and hiring for the IT department.
- Mentored employees for professional growth.
- · Implemented and documented a change management and other processes for the organization.
- Built, managed, and tested an active/active disaster recovery setup for Relativity in VMware.
- Maintained a Relativity environment rated for 200-500 simultaneous users.
- · Responsible for customer deliverables and asset management, including customer-owned media and equipment coming by courier.
- · Planned and implemented growth initiatives, especially with regards to any technology-related purchasing or hiring.

Teris Austin, TX

DIRECTOR OF IT

- · Promoted to take over IT shortly after being hired.
- Architect and manager of a Best In Service Relativity environment.
- Decision-maker for all technology-related purchasing.

Renew Data Austin, TX

E-Discovery Analyst Jun 2009 - Apr 2010

- I was promoted to a team responsible for more complex e-discovery tasks and was responsible for performing QA.
- Perform QA testing and monitor process output for errors.
- · Resolve errors in e-discovery processing.

Renew Data Austin, TX

PRODUCTION TECH Jan 2009 - Jun 2009

- Manage physical media through complex e-discovery workflows.
- Keep detailed records of actions performed on customer-owned media.

Accomplishments and Projects

FedRAMP Moderate

- Document a complex information system leveraging AWS GovCloud.
- Maintained FISMA reporting throughout this project.
- · Strict timetables required pushing people to their limits and repeatedly delivering the impossible.
- · Working with management and Agency stakeholders to ensure communication and deliver status reporting.
- Working with Agency stakeholders for continuous monitoring and Plan of Actions and Milestones reporting for monthly meetings or more often
 as needed.
- · Reporting monthly to meet continuous monitoring requirements, performing annual continuous monitoring assessment.

CEO Achievement Award

• To recognize contributions above and beyond ones job description that notably benefited the company or its product.