

Compliance & Performance Resume

PROFESSIONAL SUMMARY

Experienced communications and marketing professional with over eight years of experience supporting public sector, nonprofit, and regulated industry initiatives. Proven ability to manage compliance driven deliverables, coordinate across stakeholders, and execute projects aligned with contractual requirements and organizational objectives. Strong background in documentation, reporting, digital communications, and vendor oversight in structured environments.

CORE COMPETENCIES

- Contract compliance and deliverable management
- State and local government project support
- Documentation and reporting
- Stakeholder and vendor coordination
- Digital communications and outreach
- Project planning and execution
- Process improvement and quality assurance
- Data organization and analysis

PROFESSIONAL EXPERIENCE

President and Chief Executive Officer

Cassus Media LLC

Altoona, Pennsylvania

August 2017 to Present

Leads a full-service digital marketing and communications firm supporting government, nonprofit, education, and private sector clients. Serve as primary point of contact for contract execution, scope management, and compliance oversight.

Key responsibilities and achievements:

- Manage contract-based services including website development, digital communications, content production, and outreach campaigns
- Ensure all deliverables align with contractual scopes, timelines, and reporting requirements
- Coordinate internal staff and external vendors to meet performance standards and deadlines
- Develop documentation, reports, and summaries for client review and approval
- Support public sector clients with clear, accessible communications aligned with public accountability standards
- Maintain data security, access controls, and continuity practices appropriate for regulated environments
- Successfully supported multiple long term clients with consistent on time delivery and no missed contractual obligations
- Essential mastery of all software used by Cassus Media staff
- One-on-one training with CM staff to ensure compliance and quality deliverables

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MILITARY SERVICE

Member (MOS 5512)

The United States Marine Drum and Bugle Corps

Washington, District of Columbia

Served as part of a high visibility ceremonial unit requiring discipline, accountability, teamwork, and precision execution under strict standards. Officially discharged from active duty service in April 2015.

EDUCATION

Bachelor of Professional Studies

Berklee College of Music (Graduated 2019)

Boston, Massachusetts

CERTIFICATIONS AND TRAINING

Project based workflow and operations training

Cybersecurity awareness and data protection practices

Accessibility and digital best practices training

Ongoing professional development in compliance focused communications

TOOLS AND SYSTEMS

Microsoft Word, Excel, and PowerPoint

Microsoft 365 Administration

Google Admin Suite

Adobe Creative Cloud Suite

Website CMS including WordPress, Squarespace, Wix, Joomla

CRM Platforms experience (Vendasta, GoHighLevel)

Digital reporting and analytics tools (Google, etc.)

Project management systems (ClickUp, Monday.com, Asana, Basecamp)