**AI Ethics & Governance Specialist (Focus on ROO Code & Model Safety)**

**Jordan Lee**  
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**Professional Summary**

AI Ethics and Governance Specialist with 4+ years experience in developing policies and operational code (ROO Code) to enforce AI safety and compliance. Expertise in model context protocols and ethical AI frameworks to ensure trustworthy deployment of language models like Claude.

**Skills**

* AI governance & compliance frameworks
* ROO Code development for model usage policies
* Model Context Protocol (MCP) standards
* Regulatory requirements (GDPR, CCPA)
* Python, JSON, YAML for policy scripting
* Risk assessment & bias mitigation
* Collaboration with legal and technical teams

**Experience**

**AI Ethics & Governance Specialist**  
SafeAI Solutions — New York, NY  
*Mar 2020 – Present*

* Developed ROO Code systems enforcing operational limits on AI model usage and context permissions.
* Defined and maintained Model Context Protocols in collaboration with ML teams for safe AI behavior.
* Led audits on Anthropic Claude-based deployments to ensure adherence to ethical AI principles.
* Created training materials and compliance documentation for AI model governance.

**Policy Analyst (AI & Tech)**  
FuturePolicy Institute — Washington, D.C.  
*July 2017 – Feb 2020*

* Researched and wrote reports on AI regulation and best practices.
* Worked with stakeholders to draft ethical guidelines for AI systems, focusing on transparency and accountability.
* Assisted technical teams in implementing policy-compliant model governance mechanisms.

**Education**

Master of Public Policy (Technology and Ethics)  
Harvard University — 2015 - 2017

Bachelor of Arts in Philosophy  
University of California, Berkeley — 2010 - 2014