

# Edward Griggs

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**The University of Virginia's College at Wise, Wise, VA**

May 2019

**Bachelor of Arts, Fine Arts**

- 2.8 Cumulative GPA

## **Information Technology & Cybersecurity Experience**

**NewView Oklahoma, Oklahoma City, OK**

Nov 2024 - Present

**Contract Closeout Specialist**

- Manage contract documentation and assist in finalizing federal contract closeouts.
- Ensure compliance with federal acquisition regulations and internal standards.
- Collaborate with visually impaired team members to maintain efficient workflows.
- Frequently assigned additional responsibilities due to consistent, accurate performance.

**Aalis Management Consulting, Alexandria, VA**

July 2023 – Present

**Systems Administrator**

- Designed, developed, and launched Aalis Connect, a SharePoint-based intranet that centralized organizational communication and knowledge sharing.
- Administered and managed the Microsoft 365 ecosystem (account provisioning, permissions, security configurations), implementing group policies that streamlined IT governance.
- Built the IT support function from the ground up for a growing small business, establishing policies, procedures, and workflows for a two-person IT team.
- Created and implemented company-wide IT and AI policies, ensuring alignment with security, compliance, and ethical use standards.
- Streamlined onboarding/offboarding by automating welcome emails, account setup, and role-based access, cutting setup time and increasing consistency.
- Designed, developed, and managed the company's public-facing website, overseeing updates, content strategy, and performance optimization.
- Provided remote technical support to staff and contractors across multiple platforms, reducing downtime and boosting productivity.
- Supported ISO 9001 certification and drove compliance with NIST SP 800-171, directly contributing to the company's cybersecurity readiness.

**Planting Hope Global, Remote**

Dec 2020 – July 2023

**Web & IT Support Specialist**

- Designed, maintained, and updated the organization's website using WordPress, HTML, and CSS
- Provided IT support, including user account setup, password resets, and troubleshooting hardware and software issues
- Assisted with network configuration and device setup for remote staff
- Managed website hosting, updates, backups, and basic security controls
- Implemented access controls and followed security best practices to protect organizational data
- Integrated tools such as Mailchimp and analytics platforms to support communication and reporting
- Documented systems, configurations, and processes to support continuity and onboarding

## **Certificates**

**CompTIA Security +**

January 2026