**James Cipolloni US Citizen**

**Technical Writer T5 Leesburg, VA**

**Executive Summary:**

Mr. Cipolloni has 15 years of experience in IT Technical Writing to include Government Contracts; Project Management; Governance, Risk, and Compliance (GRC); Policy Creation and Maintenance; Processes and Procedures; Financial and Banking Industry; Entertainment, Healthcare; Education, and Energy Industries; Proposal Management; Control Auditing; Security Operation Centers (SOC); Press Releases; and Website Design. He has worked as the Team Lead for several projects responsible for establishing centrally managed GRC Programs to achieve regulatory compliance. He has developed and executed GRC implementation and training plans, along with completing rewritten versions of Policies, Standards, Procedures, Processes, and Security Assessment Methodologies. Using NIST SP 800-53 Rev 5; NIST SP 800-171 Rev 2; CSF; CMMI; CMMC; GDPR; COBIT 5 and 2019; FISMA; SOC 1, 2, 3 (SSAE 18 standards); OWASP / SAMM; and all ISO guidelines, he has defined GRC Audit and Accreditation processes and protocols used by Security Professionals in accordance with government and customer requirements. He has a clear understanding of the FedRAMP Certification and AWS Cloud Processes. He has the comprehensive ability to understand complex, technical details and convert ideas and instructions into terms that can be understood by all personnel and audiences. He expertly uses Microsoft applications to create and customize a broad spectrum of documents that are used as references for different levels of staff and management. He works well individually or leading a team and adds value by acting as the technical liaison for interpreting and improving project communication.

**Professional Experience:**

**Secure Technology Integration Group, Ltd. (STI), Glen Rock, NJ, 11/2023 to 6/2025**

**Technical Writer / GRC Lead / Policy and Procedure SME**

As GRC Lead, Mr. Cipolloni supported client compliance with multiple cybersecurity frameworks with a high focus on ISO, SOC 2, NIST 800-171 and 53, and CMMC requirements. Mr. Cipolloni was responsible for:

* STI Group
  + Lead of the GRC Program with a strong concentration in Data Protection and Privacy.
  + Ensuring continuous compliance with federal regulations and multiple control frameworks like ISO and NIST.
  + Preparing for and passing ISO and NIST control audits.
* Einstein College of Medicine:
  + Working as the Einstein Cybersecurity GRC Lead to achieve/ensure compliance with ISO and NIST controls.
  + Developing and maintaining documentation (policies, procedures, SSP, etc.).
  + Writing a new Data Classification Policy and CUI Handling Procedure for CMMC and NIST requirements.
  + Preparing for and passing control audits.
* Sampled SMART Labs
  + Reviewing all documentation to develop the current SSP to include data classification, handing, and privacy.
  + Preparing for and successfully completing internal, external, and National Institutes of Health (NIH) audits.

**Maxar Technologies, Westminster, CO, 5/2023 to 10/2023 (Released due to merger/acquisition/re-org.)**

**Technical Writer - Cybersecurity Compliance Analyst**

As Cybersecurity Compliance Analyst, Mr. Cipolloni supported the continuous effort of maintaining compliance with multiple Cybersecurity Frameworks including NIST and CMMC requirements.  His responsibilities included:

* Leading a cross-functional team to address the controls needed to strengthen the security posture and maintaining IT infrastructure documentation.
* Developing and completing the company Cybersecurity Awareness Month activities.
* Collecting requests for information (CMMC Questionnaires) needed to determine devnet cyber compliance.
* Developing CUI Handling Procedures and Job Aid.
* Assisting with the review and launch of the Annual Cybersecurity Awareness Training courses.
* Updating and maintaining the Continuous Monitoring Policy and Plan.
* Updating and rewriting the Computer Security Incident Response Plan (CSIRP).
* Working with technical staff to develop SOC Incident Playbooks.
* Standardizing Incident Reports.
* Creating RACI charts.
* Providing website guidance/instruction for reporting security incidents to the SOC.
* Working through ticket submissions related to compliance and policy violations and related questions.
* Providing guidance and oversight in maintaining NIST and CMMC compliance.
* Developing the Supply Chain Risk Management Policy and Third-party Vulnerability Assessment Process.

**Peraton (formerly Perspecta Inc.), Chantilly, VA, 11/2018 – 4/2023 (Contract to Hire. Started with Apex Systems, LLC in 11/2018 and was then hired permanently by Perspecta in 5/2019)**

Manager, Cyber Policy and Awareness / Lead Technical Writer and Documentation Specialist

As Manager of the Cyber Policy and Awareness Team, Mr. Cipolloni was responsible for writing/developing a centrally managed set of Policies and Procedures used as best practice guidelines during the unification of seven large entities.  He developed and enforced the growing GRC Program. His additional responsibilities included:

* Enlisting as a founding member of the Standard/Policy Harmonization Team.
* Working with the GRC Program to identify gaps and ensure compliance with control frameworks.
* Preparing for audits: Internal, PwC, SOC-2, DFARS, and CMMC.
* In preparation for audits, developing and delivering an “Audit Etiquette” Training Presentation.
* Maintaining the Incident Response Plan.
* Maintaining the Continuous Monitoring Policy and Plan.
* Working with technical staff to update SOC Incident runbooks.
* Creating Incident Reports to include RACI charts.
* Developing a new Data Classification Policy and CUI Handling Procedure.
* Conducting quality assurance checks on documentation to ensure FedRAMP compliance.
* Developing new cybersecurity courses to educate on new and emerging threats like Insider Threat.
* Ensuring that documentation, systems, and components were 508 compliant.
* Maintaining a company-wide Cybersecurity Awareness initiative.
* Aiding the ServiceNow workflows and knowledgebase articles.
* Leading the Cyber Risk Management Steering Committee (CRMSC).
* Developing and executing a company-wide Anti-Phishing Program.

**Viper Technologies, 2/2010 – Present (Project Involvement and Support Services are listed below).**

Compliance / Assessment Lead / Policy and Procedure SME

As GRC Lead, supported the continuous effort of ensuring client compliance with multiple cybersecurity frameworks with a high focus on ISO, NIST, and CMMC requirements.

**Minerva (Prime: Gunnison Consulting Group) – supporting the Consumer Financial Protection Bureau (CFPB), Washington, DC, 10/2024 – 4/2025 (Short-term contract providing policy and control review)**

Senior Technical Writer - Policy Subject Matter Expert (SME) / Cybersecurity Program Management (CPM) Team

Responsible for the new creation and development, periodic review, maintenance, and updating of the CFPB Policy/Process/Practice/Procedure Library.

**Contiem (formerly Orbis Technologies) - supporting the Government Accountability Office (GAO), Washington, DC, 5/2024 – 10/2024 (Short-term contract to assist with SP Intranet remodel and migration)**

Technical Writer - SharePoint Online Intranet Site Development Team / Content Manager

Supported the effort to create, configure, modernize, implement, and manage the new GAO Intranet Site.

**IDExcel – supporting AMTRAK, Washington, DC , 12/2023 – 4/2024 (Short-term contract to revise the current Incident Response Plan and Policy)**

Technical Writer - Document Specialist (Cyber Threat Intelligence / Cyber Fusion Center (CFC))

As a member of the CFC Team, supported the Cyber Incident Response Team in the development of new strategies.

**Dynamo Technologies (consulting the USDA - Detection Monitoring Branch (DMB) Information Security Center (ISC)) Washington, DC, 10/2012 – 6/2025**

Lead Technical Writer/Editor, Documentation Specialist

As Manager of the USDA’s Cyber and Privacy Operations Center (CPOC) Security Assessment Team (ISAT), led the Security Assessments and Penetration Testing of all USDA Agencies. He was responsible for the creation and tracking of all plans and schedules. Mr. Cipolloni utilized Microsoft Office applications to create, write, review, and revise various types of templates and documents including PowerPoint Presentations, Project Charters, Testing Plans, Configuration Diagrams, Data-flow Charts, Weekly and Monthly Activity Reports, Meeting Minutes, Criticality Matrices, and Operational Security Assessment Reports.

**Pyramid Consulting, Inc. (supporting the Center for Medicare/Medicaid Services (CMS) on a Palmetto GBA Blue Cross / Blue Shield contract), Leesburg, VA, 9/2022 – 12/2023 (Contract to assess the functional compliance of a FedRAMP system move to AWS)**

Technical Writer / GRC Cybersecurity Subject Matter Expert

Working to define requirements for CMS and BCBC to move their systems to the Amazon Cloud.

**Contiem (formerly Orbis Technologies and Writing Assistance) - supporting Crane Aerospace and Engineering, Seattle, WA, 4/2021 – 9/2022 (Contract to develop and white-glove new processes and procedures that are CMMC compliant)**

Lead Technical Writer / Cybersecurity Analyst

SME responsible for leading a cross-functional team to create a set of policies and processes for CUI handling.

**M9 Solutions (supporting the Tennessee Valley Authority (TVA) on an Accenture Federal Services (AFS) contract), Leesburg, VA, 3/2020 – 3/2021 (Contracted to perform an “as-is” assessment for compliance with POTUS Directives and Memorandums)**

Lead Technical Writer / GRC Cybersecurity Subject Matter Expert

As Policy Team Lead, responsible for supporting the initiative outlined by Federal Government Ordinances, Directives, and Memorandums to move toward a Zero-Trust Architecture (ZTA).

**AT&T Consulting, Security Team (Contractor: Supporting the DoED), Washington, DC, 6/2018 - 10/2018 (Contracted to rewrite policies and procedures)**

Technical Assessor/Writer/Editor (Enterprise Technology Systems (ETS))

Responsible for assessing all current documentation and implementation statements on SSPs.

**AT&T Consulting, Network Security Team (Contractor: Supporting Harris and the FAA), Herndon, VA, 9/2016 – 6/2018 (Contracted to work with technical personnel to write 26 new SOPS for NIST compliance)**

Lead Technical Writer/Editor (FAA Next-Generation Satellite Navigation System)

Project Lead, Technical Writer/Editor, and Documentation Specialist working with the Network Team to create and maintain new SOPs for 26 AT&T Systems in support of Harris Corporation and the Federal Aviation Authority (FAA).

**National Football League (NFL), New York, NY, 4/2016 - 8/2016 (GRC Assessment Lead)**

Technical Writer/Editor, Documentation Specialist

The Team was tasked with the project of evaluating current the Governance, Risk, and Compliance (GRC) Program, providing a scoring methodology consistent with CMMI, and making recommendations for improvement strategies.

**Education:**

**Temple University, Philadelphia PA,** BBA – Actuarial Science

**Certifications, Clearance, and Training:**

* CISA High Value Asset (HVA) Assessment Lead Certification
* CompTIA Security+ (training course completed, exam TBD)
* Public Trust (qualified to get Secret or Top-Secret)