

# Matthew Stephens

CYBERSECURITY GRC SPECIALIST | FORMER PROJECT MANAGER

**Global Nomad | 1-207-200-5998 | [matt@riskguardian.tech](mailto:matt@riskguardian.tech)**

## Summary

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Security-focused IT Governance, Risk, and Compliance (GRC) professional with extensive experience in IT security policy development, risk assessment, compliance auditing, incident and problem management, and process improvement. Proven track record in strengthening cybersecurity postures, implementing IT governance frameworks, and leading process optimization initiatives. Adept at managing security operations, regulatory compliance, and IT service management using industry-leading platforms such as ServiceNow.

## Skills & abilities

- IT Governance and Risk Management
- Policy Development and Enforcement
- Process Improvement
- Risk Mitigation
- Incident Response
- Disaster Recovery
- Change and Configuration Management
- Security Awareness Training and Audits
- Project Management
- Team Leadership
- Time Management
- Adaptive Communication Style

## Experience

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### Health Sabbatical | Student

**June 2020 - Present**

- Enrolled in an IT Security program through the Kentucky college system and engaged in self-paced training using Hack The Box and Try Hack Me.

### Pharicode | IT Consultant – US Army

**November 2019 – June 2020**

- Developed custom solutions for Configuration Management Database and Asset Management adhering to US Army data security rules and regulations including data governance policies.
- Created documentation to educate customers at all levels on new, secure process flows, business rules, and compliance measures.
- Assisted in risk assessments and compliance tracking for related IT security controls.

### Leidos | ServiceNow ITOM Specialist

**February 2019 – November 2019**

- Configured CMDB security policies, including UI Policies, Client Scripts, and ACLs to protect sensitive data.
- Increased compliance with company security posture, disaster recovery, and reporting requirements through integration of ServiceNow with AWS (Amazon Web Services).
- Architected secure network discovery solutions to identify vulnerabilities, noncompliance with configuration management, and increase knowledge of devices on the network.

**SAIC | ServiceNow Engineer – US Department of State****October 2018 – February 2019**

- Designed and deployed CMDB, Asset Management, and Network Discovery tools in compliance with Department of State regulations, NIST, and FISMA.
- Provided executive briefings on security controls, governance policies, compliance, risks, and status.
- Led regular SCRUM meetings and stakeholder requirements analysis between software engineering teams and Security teams.

**SAIC | Senior Project Manager – US Department of State****November 2016 – October 2019**

- Audited projects, leading to a recovery of \$2.25M in lost revenue.
- Managed over 65 IT Network and Telephony projects across the US, implementing compliance-driven process improvements.
- Created Process Asset Libraries (PAL) for Project Management and Business Office, leading to increased efficiencies in reporting and onboarding, decreased lost revenue, and a successful completion of the first ISO 20000 audit.

**SAIC | Project Manager – US Department of State & PBGC****July 2015 – November 2016**

- Served as Incident/Major Incident Manager, Problem Manager, and Disaster Recovery Lead.
- Designed and implemented Knowledge Management system to store End User Services documentation, including Security Incident Response and Legal Hold processes and audits.
- Audited all Incidents for compliance with agency standards.
- Led projects that required compliance with FISMA, NIST, and STIGs.

**Education**

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**KCTCS, IT Security****2025 - Present**

Enrolled in an IT Security degree program.

**Certifications**

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