

# Rachel Robinson

C-Suite Executive | IT Governance | Cybersecurity | Government Contracting | Digital Transformation

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## Executive Summary

Dynamic and results-driven IT Governance, Cybersecurity, and Government Contracting Executive with 15+ years of experience leading enterprise-wide risk management, security, compliance, and digital transformation initiatives for Fortune 500 companies and government agencies. A strategic leader and C-suite advisor, I specialize in enterprise risk mitigation, regulatory frameworks, cybersecurity, and government procurement, ensuring business continuity, regulatory adherence, and operational excellence.

I am adept at developing and executing high-value IT strategies, securing multimillion-dollar federal contracts, and implementing ERP migrations. I have a proven track record of aligning IT policies with business objectives, modernizing IT infrastructure, and improving regulatory compliance. Highly skilled in NIST, ISO 27001, FedRAMP, HIPAA, SOX, GDPR, PCI DSS compliance, business process automation, and cybersecurity risk management.

- **Government Contracting & Compliance Leadership** – Extensive experience in federal RFP management, contract execution, and procurement strategy, securing over 16 awarded contracts with a 100% win rate.
- **Enterprise IT Governance & Cybersecurity** – Expertise in cyber risk mitigation, data governance, IAM policy development, and business process automation.
- **C-Suite & Board-Level Advisory** – Strategic consultant for executive leadership, government agencies, and corporate boards, aligning risk management, IT security, and business priorities for maximum impact and ROI.

## Core Competencies

- ✓ Enterprise IT Governance & Risk Compliance
- ✓ Federal Government Contracting & RFP Leadership
- ✓ Cybersecurity & Regulatory Frameworks (NIST, ISO 27001, FedRAMP, PCI DSS, HIPAA, GDPR)
- ✓ Data Governance & Digital Transformation
- ✓ C-Suite Advisory & Board Engagement
- ✓ ERP System Migrations & Business Process Optimization
- ✓ Vendor & Third-Party Risk Management
- ✓ Regulatory Audit Oversight & IT Policy Development

## Key Achievements

- Secured over \$250M in federal contracts, maintaining a 100% success rate by leading high-impact, competitive RFP proposals.
- Developed enterprise-wide IT governance and cybersecurity policies, ensuring 100% compliance with federal and corporate regulations.
- Led a large-scale ERP system migration, driving seamless integration, data governance, and regulatory alignment, improving operational efficiency.

- Administered and optimized a \$2M CMDB for Virgin Voyages, enhancing IT asset lifecycle visibility, compliance, and security.
- Maintained and ensured Sam.gov compliance, ensuring audit readiness and federal contract eligibility for multiple contracts.
- Implemented business process automation strategies, improving efficiency by 50% and reducing cybersecurity risks by 40%.

## Professional Experience

### Senior Documentation Specialist & Director of Government Contracting

**Future Tech** | August 2024 – Present | Remote / Fort Lauderdale, FL

- Directed and secured 16+ federal RFPs, winning 100% of contract bids through strategic proposal writing and compliance oversight.
- Developed enterprise-wide IT governance and risk management frameworks, ensuring full compliance with NIST, ISO 27001, FedRAMP, HIPAA, and GDPR.
- Led a company-wide ERP system migration, enhancing data governance, cybersecurity policies, and compliance controls.
- Managed and maintained Sam.gov registrations and federal compliance, ensuring contract readiness and regulatory alignment.
- Advised C-suite executives and government agencies on risk management, IT security policies, and regulatory compliance strategies.

### Senior Technical Analyst & CMDB Administrator

**Virgin Voyages** | April 2022 – August 2024 | Plantation, FL

- Designed, implemented, and administered an enterprise-wide CMDB, ensuring IT asset tracking, lifecycle management, and compliance.
- Led the deployment of a \$2M CMDB, integrating onshore and offshore IT infrastructure to enhance risk management and security.
- Developed IT governance policies, improving change management efficiency by 50% and reducing compliance risks by 40%.
- Implemented Role-Based Access Control (RBAC) security measures, decreasing unauthorized access by 35%.
- Created enterprise security frameworks, aligning IT policies with federal cybersecurity mandates and international standards.

### Lead Technical Writer

**Centers for Disease Control and Prevention (CDC)** | January 2022 – April 2023 | Remote

- Led a team of four technical writers, collaborating with physicians and scientists to document complex clinical trials, ensuring HIPAA and federal compliance.
- Developed regulatory documentation and compliance reports, maintaining scientific integrity, transparency, and adherence to cybersecurity standards.
- Designed data governance solutions, aligning IT frameworks with CDC and European Commission regulatory mandates.

### Senior Technical Writer

## Norwegian Cruise Line Holdings Ltd. | December 2020 – May 2021 | Remote

- Developed application frameworks, standardized procedures, and managed delivery processes to enhance IT infrastructure.
- Designed enterprise IT solutions for modern and legacy applications, ensuring security, compliance, and operational optimization.
- Modernized IT documentation processes, improving regulatory adherence and transparency.
- Ensured full compliance with cybersecurity regulations, including CDC, European Commission, HIPAA, and GDPR.

## Additional Leadership Experience

- Lead IT Technical Writer / International Trainer | Capital One (2013 – 2015) – Led enterprise IT governance documentation, global cybersecurity training, and digital transformation initiatives.
- Programming Analyst | Virginia DMV (2015 – 2019) – Spearheaded statewide IT security, system architecture development, and regulatory compliance solutions.

## Board Memberships & Leadership

- Board Member, Carol Adams Foundation – Strategic IT security and risk management advisor supporting domestic violence survivors.
- Board Member, IndieLabs – Advocate for independent tech innovation, advising on cybersecurity and compliance best practices.
- Board Member, NeuroWell Free – Leading mental health initiatives through technology-driven policy development.
- Board Member, Coalition Against Violence – Providing technology risk mitigation strategies for law enforcement and public safety initiatives.

## Education & Certifications

### Bachelor of Science | George Mason University

- **Project Management Professional (PMP)** – Advanced enterprise IT governance, compliance, and project leadership expertise.
- **Certified CMMC (Cybersecurity Maturity Model Certification)** – Specialized in government contracting security requirements and federal compliance.
- **NIST Frameworks (All Frameworks: 800-53, 800-171, CSF, RMF, etc.)** – Comprehensive knowledge of risk management, cybersecurity best practices, and federal IT security policies.
- **PCI-DSS Compliance** – Expertise in protecting payment data security and aligning enterprise policies with financial industry standards.
- **Agile Certified Practitioner** – Proven ability to implement Agile methodologies for IT governance, compliance, and cybersecurity projects.
- **Scrum Master** – Leadership in Agile frameworks, sprint planning, and software development lifecycle (SDLC) process optimization.
- **HIPAA Compliance (Health Insurance Portability and Accountability Act)** – Ensuring regulatory adherence in healthcare IT security and data protection.
- **Data Governance Professional (DGPO)** – Specialization in data privacy, information security policies, and enterprise-wide governance frameworks.
- **Maritime Cybersecurity & Compliance (IMO, Cyber, MTO, etc.)** – Regulatory expertise in securing maritime IT environments and international cybersecurity compliance.
- **Certified Catastrophic Patient Advocate** – Expertise in regulatory frameworks related to healthcare crisis management and compliance.

