

Steven J. Edwards Jr, J.M.

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## PROFESSIONAL SUMMARY

A skilled compliance and legal practitioner with vast experience in regulatory compliance, legal research, and contract evaluation. Proficient in data analysis, fraud detection, and case management, with a strong interest in documentation management and cross-functional communication. Skilled in problem-solving and financial reporting, with experience in process automation and customer relations. Excellent communication skills, attention to detail, and risk management ability. Experienced in budgeting and forecasting, cash flow analysis, audit coordination, and regulatory filings. Skilled in interpersonal communication and conflict resolution, providing efficient and compliant operations.

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## CORE COMPETENCIES

Regulatory Compliance | Legal Research | Contract Review | Data Analysis | Fraud Detection | Case Management | Documentation Management | Cross-Functional Collaboration | Problem-Solving | Financial Reporting | Process Automation | Customer Relations | Communication Skills | Attention to Detail | Risk Mitigation | Budgeting and Forecasting | Cash Flow Analysis | Audit Coordination | Regulatory Filings | Interpersonal Skills | Conflict Resolution | Contract Management and Evaluation | Data Visualization | Oracle | Microsoft Office & Suite | Salesforce | JIRA | Confluence | Yardi | Slack | Power BI | SAP | Tableau |

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## PROFESSIONAL EXPERIENCE

### Evolutionary Healthcare (Independent Contractor)

Data Analyst | December 2024 – Present

- Collected, analyzed, and visualized healthcare data using Tableau to optimize patient care and staffing efficiency, ensuring compliance with HIPAA and regulatory frameworks, including Medicaid and Medicare policy requirements that impact care delivery and reimbursement.
- Developed interactive dashboards to track occupancy rates, patient outcomes, staffing trends, and financial performance, focusing on aligning patient services with Medicaid and Medicare coverage criteria, facilitating timely and appropriate care while supporting accurate billing.
- Conducted predictive analytics to identify high-risk residents and intervene proactively, incorporating Medicare and Medicaid clinical guidelines to reduce readmissions and improve long-term patient outcomes.
- Performed risk assessments on patient data, including Medicaid/Medicare claims, to detect anomalies that could signal gaps in care or non-compliance with payer requirements, enhancing patient safety and regulatory alignment.
- Collaborated with compliance teams during internal and external audits to validate adherence to HIPAA and CMS (Centers for Medicare & Medicaid Services) regulations, ensuring patient care strategies met federally mandated standards.
- Maintained secure document management systems to support traceability and confidentiality of health records, while ensuring documentation met Medicaid and Medicare standards necessary for patient eligibility, care justification, and reimbursement.

### Senior Compliance Analyst (Contractor - Everbrite)

Apex Systems, Juno Beach, FL | August 2023 – January 2025

- Examined state, federal, and municipal laws (e.g., CCPA, CFPB, Illinois Shine, FTC) to ensure compliance and regulatory accuracy.
- Collaborated with cross-functional teams to assess regulatory impacts, devise compliance strategies, and monitor changes.
- Leveraged advanced data analysis and visualization tools (e.g., Tableau, Power BI) to identify patterns in solar transactions, detect fraud, and drive actionable insights.
- Conducted thorough risk assessments to detect vulnerabilities and regulatory inefficiencies.
- Delivered compliance and fraud reporting to stakeholders, ensuring transparency and adherence.
- Oversaw contract lifecycles to ensure regulatory compliance and alignment with legal standards.
- Developed and maintained structured document management systems to ensure accurate tracking, storage, and retrieval of regulatory filings, compliance records, and contract documentation. Ensured timely updates and version control to support audits, align with FERC and NERC requirements, and facilitate smooth cross-functional collaboration within renewable energy and utility projects.
- Designed and implemented a dynamic compliance tracker to log, monitor, and analyze regulatory issues and trends across operational units. Leveraged Excel and Power BI to automate data entry, flag recurring violations, and visualize trends for executive reporting. The system improved issue resolution time, supported audit readiness, and provided actionable insights for proactive compliance management.

### Arbitrator

FINRA, Florida | *January 2024 – Present*

- Preside over arbitration hearings, ensuring fairness and objectivity by meticulously reviewing evidence and applying relevant securities laws and regulations to render informed decisions.
- Conduct thorough and impartial examinations of cases involving investors, brokerage firms, and individual brokers, maintaining a balanced and equitable approach.
- Collaborate with fellow arbitrators to develop a comprehensive understanding of complex financial disputes, fostering insightful discussions and effective resolutions.
- Analyze case data to assess potential risks associated with arbitration decisions, contributing to a more robust and transparent dispute resolution process.
- Prepare detailed **regulatory reports** on arbitration outcomes, case trends, and compliance findings to support FINRA's oversight efforts and promote transparency within the financial industry.
- Ensure accurate documentation and records retention for all arbitration proceedings.

### Compliance Contract Specialist (Contractor – Brookfield Renewable)

Progressive Recruitment, Houston, TX | **March 2023 – August 2023**

- Reviewed and negotiated contracts in line with renewable energy regulations and sustainability goals.
- Analyzed power purchase and leasing agreements to ensure contractual and regulatory alignment.
- Conducted legal research and regulatory **risk assessments** to address environmental legislation concerns.
- Streamlined documentation for federal, state, and local filings, improving compliance workflows.
- Implemented structured **reporting systems** to track risk factors, compliance status, and project milestones.
- Utilized **data visualization** to present risk and compliance data clearly to internal stakeholders.
- Oversaw document control systems to ensure versioning and traceability of contract files and compliance records.

### Compliance Paralegal (Contractor – PSEG Long Island)

U.S. Tech Solutions, Long Island, NY | **August 2022 – March 2023**

- Supported the enforcement of NY Public Service Commission orders and aligned LIPA tariffs with updated regulations.
- Conducted risk assessments on new tariffs and regulatory shifts, ensuring accurate implementation.
- Delivered compliance reporting and explained financial and legal implications to various stakeholders.
- Supported regulatory strategy development with data-backed insights and comprehensive documentation.
- Created visual reports and dashboards to track service fees, rate adjustments, and compliance updates.
- Implemented document tracking processes for regulatory changes and compliance reports.

### Compliance Paralegal (Contractor – NextEra Energy)

K-Force Staffing, Fort Lauderdale, FL | **January 2020 – July 2022**

- Performed title and property research, ensuring alignment with FERC and NERC regulatory standards.
- Drafted legal documents and tracked agreement workflows while maintaining compliance with internal policies.
- Conducted ongoing **regulatory risk assessments** to highlight and correct non-compliance issues.
- Developed structured **reporting frameworks** to enhance operational transparency.
- Used **data visualization tools** to support land agreement and compliance tracking for project stakeholders.
- Maintained and organized compliance documents for efficient retrieval and audit preparedness.

### Treasury Analyst

First Key Homes, Marietta, GA | **January 2018 – August 2019**

- Conducted a thorough cash flow analysis and created summary reports on cash inflows and outflows, exhibiting strong analytical abilities.
- Budgeting and forecasting for cash transactions were carried out, and thorough financial reports were prepared.
- Managed several bank accounts and conducted daily financial reconciliations to provide effective control over the organization's cash reserves.
- Created an automated method that dramatically increased the Back Office Cash Management Team's workflow efficiency.
- Financial transactions were monitored to guarantee compliance with internal financial rules and external regulatory

obligations.

#### **Accounts Receivables Credit Analyst**

**Allied Universal, Roswell, GA | *September 2015 – January 2018***

- Administered customer disputes regarding outstanding balances and managed accounts on the shutdown report, processing monthly credit memos and generating appropriate reports.
- Tracked and maintained over 20 assigned accounts, handling customer calls, account adjustments, small balance write-offs, customer reconciliations, and processing credit memos.
- Monitored accounts receivable aging reports and implemented strategies to improve collection processes and cash flow management.

#### **EDUCATION**

**Florida State University College of Law - Tallahassee, FL**

**Juris Master Program – Concentration in Financial Regulations and Compliance | August 2020 – May 2022**

**Kennesaw State University - Kennesaw, GA**

**Bachelor of Science in Political Science | *January 2016 – May 2020***

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#### **CERTIFICATIONS/MEMBERSHIPS**

- Lexis+ Proficiency Certified – LexisNexis  
November 2020 – Present
- Notary Public – State of Florida  
March 2021 – March 2025