

An International Association of Privacy Professionals (IAPP) Certified Information Privacy Manager (CIPM) with over twenty years of experience in healthcare administration including privacy, security, and TRICARE administration. Competencies include program and business management practices, data governance, employee management, and intra-organizational collaboration with a results-oriented approach.

## PROFESSIONAL EXPERIENCE

**Humana Military d/b/a Humana Government Business**  
Louisville, Kentucky

**June 2003-present**

Associate Director/Privacy Official

August 2015-present

- Execute and maintain privacy programs, policies, procedures, operational requirements, and incident response.
- Manage privacy issues, initiatives, and contracts across the enterprise.
- Advise stakeholders on privacy risk mitigation.
- Conduct privacy impact assessments and risk analysis reviews.
- Guide stakeholders on complying with federal and state privacy regulations.
- Build positive relationships with key stakeholders.
- Ensure HIPAA Privacy, Security, and Breach Notification Rules are implemented for employees, patients, customers, and Business Associates.
- Assist units in integrating HIPAA and privacy controls into workflows, periodically reviewing them.
- Evaluate third-party service providers' compliance with privacy controls and contractual obligations, including HIPAA mandates.

Manager, Privacy, Security & Records Administration

September 2007-August 2015

- Promoted to manager August 2012. Managed the Privacy, Security, and Records Management departments, overseeing a team of 10+ associates.
- Developed talent through staff development plans, counseling, performance evaluations, and managed department compensation budgets.
- Conducted self-evaluations of privacy and records management programs to ensure compliance with applicable laws, regulations, and standards, including adherence to all HIPAA laws and regulations.
- Managed the Personnel and Systems Security department, ensuring proper processing and security clearance paperwork initiation and validation for new hires accessing internal and government systems.

Analyst, Personnel Security & Records Administration

June 2003-September 2007

- Responsible for coordinating the maintenance of the organizational-wide records management program under the supervision of the manager.
- Served as the Information Systems Security Manager with the responsibility for the coordination, administration, and auditing of systems access activities and access to government systems.
- Reviewed completed government security/background investigation packets for access in Position of Trust (POS) positions for all associates, subcontractors, and government staff that access Department of Defense computer systems.

**Humana Inc.**  
Louisville, Kentucky

**October 1999-June 2003**

Human Resource Specialist

- Conducted ethics investigations, including interviews, record reviews, and evidence gathering.
- Reviewed derogatory background checks, made fair decisions, consulted legal when needed.
- Scheduled interviews, prepared job offers, facilitated new hire orientation.
- Advised associates on benefits, payroll, policies, and procedures.
- Performed exit interviews and managed reduction packets, rationale letters, severance calculations, and outplacement and benefits information.

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#### EDUCATION & CERTIFICATIONS

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**Certified Information Privacy Manager (CIPM)**, International Associate of Privacy Professionals (IAPP), April 2016.

**Master of Business Administration**; Human Resource Management concentration, Columbia Southern University, Orange Beach, Alabama.

**Bachelor of Science in Human Resource Leadership**, Sullivan University, Louisville, Kentucky. Summa Cum Laude and President's Cup Honors.

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#### PROFESSIONAL AFFILIATIONS

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International Association of Privacy Professionals (IAPP), Member. 2015-Present

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#### COMMUNITY ACTIVITIES

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- Jeffersontown Fire Protection District, Jeffersontown, Ky., Historian, Aug. 2021-present
- Jeffersontown Fire Protection District, Jeffersontown, Ky., Board of Trustees, Secretary Aug. 2022-present