

Experienced Information Governance and Records Management Professional

Implement and lead information governance strategies to deliver industry leading programs and initiatives that enhance compliance and reduce risk through the comprehensive management of information.

CORE COMPETENCIES & SKILLS

Information Governance	Project Management
Privacy	Public Speaking and Presentation Skills
Records and Information Management	Business Process Design and Analysis
eDiscovery Support	Analytical and Innovative Problem Solving
Risk Management	Industry Recognized Subject Matter Expert
Legal and Regulatory Compliance	Logical, Practical and Strategic Thinker

PROFESSIONAL PROFILE

Experience as a Corporate Leader

- Leader championing short and long term initiatives to meet organizational information governance objectives and demands.
- Leads the development of all information governance program components: strategy, design, implementation, communications, networking, training, and auditing.
- Implement and drive policies, procedures, and projects consistent with corporate vision and approach to information governance, facilitating information practices that are compliant with legal and regulatory requirements.
- Collaborates with executive leadership and business group management on the development and implementation of information governance program requirements and initiatives.
- Knowledgeable of the design, development and implementation of appropriate procedures and controls to facilitate effective and compliant information handling.
- Strategic and analytical assessment in multiple lines of business and departmental functions for issue identification, resolution, job and procedural realignment, technology implementation, goal setting and process improvements to enhance information governance compliance and reduce risk.
- Builds cross-functional partnerships to facilitate completion of deliverables and reinforce IG compliance.

Senior People Manager and Developer of Effective Operational Teams

- Experience in building and leading cross-functional teams to meet and enhance information governance initiatives and other core business projects and objectives.
- Oversight of management, staff and project teams to coordinate operational objectives, drive program initiatives, enhance operations and improve compliance.
- Develop structures and environments in which employees can contribute effectively, grow and improve as a team and as individuals.

Nationally Recognized and Respected Thought Leader on Information Governance

- Regular and highly rated speaker on information governance topics including records management, privacy, electronic discovery, and others.
- Participant and contributor to the development of national records management standards, frameworks, training and education, and information governance certification.
- Recipient of awards and recognition for work and leadership in the field of records management and information governance.

Jason C. Stearns IGP, CIPP/US, CRM

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PROFESSIONAL EXPERIENCE

BlackRock, New York, NY

www.BlackRock.com

Director, Legal & Compliance – Information Governance

September 2014 – present

- **Implemented Information Governance Policy Framework**
- **Introduced Information Governance Advisory Committee**
- **Created framework for the introduction of a Global Information Governance Program**
- Developing and implementing a global Information Governance strategy, including: policies, procedures, training, and operational and technical standards
- Implementing a global records retention schedule for systematic and compliant recordkeeping globally
- Facilitating dialogue across the IG domains to enhance cooperation, strategy and compliance
- Coordinating defensible disposal initiatives for risk reduction and costs savings of +\$13.1 million
- Leading privacy initiatives related to GDPR and CCPA compliance, including: development of business remediation plans, PII Inventory and data mapping, enhanced communications data controls for discovery

UBS AG, Weehawken, NJ

www.UBS.com

Director, Portfolio Manager, Group Information Governance

January 2013 – August 2014

- **Developed and implemented issue review and escalation process for the Group Information Governance oversight bodies**
- **Created framework and materials for global information governance training program**
- **Researched, documented and resolved legacy audit issues and established new review process for ongoing compliance**
- Assisted with Information Governance strategy development, including: reporting, communications; policy, process, training, education and procedure improvement coordination efforts
- Managed and supported the Information Governance Program and related projects
- Coordinated with Finance on budget forecasting, business case development, and reporting

NEW YORK LIFE INSURANCE COMPANY, New York, NY

www.NewYorkLife.com

Corporate Vice President, Corporate Records Manager

March 2009 – December 2012

Assistant Vice President, Records Management

February 2006 – March 2009

- **Developed and articulated corporate vision for the records management program**
- **Focused on risk mitigation by improving overall compliance of organizational recordkeeping through education, training, technology and the inclusion of best practices**
- **Subject matter expert providing records management and information governance guidance to Executive Leadership, Business Areas, Legal, Information Security, IT, and Compliance**
- Created requirements for enhanced hold order and discovery processes based on Sedona Principles®, Electronic Discovery Reference Model®, and Generally Accepted Recordkeeping Principles®
- Designed and implemented of a multi-part, corporate-wide records management web-based training program with a +90% employee completion rate
- Management of enterprise-level records management projects and initiatives including: email deletion, policy revisions, inclusion of recordkeeping functionality into legacy systems, and others

EDUCATION & CERTIFICATIONS

Binghamton University

BA, English, 1996

University of Oregon

MS, Applied Information Management, 2010

Institute of Certified Records Managers

Certified Records Manager, 2007

ARMA International

Certified Information Governance Professional, 2013

International Association of Privacy Professionals

Certified Information Privacy Professional - US, 2018

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AFFILIATIONS & HONORS

ARMA International

Board of Directors, Director	October 2017 – Present
IGP Governance Board, Board of Directors Liaison	October 2017 – Present
IGP Governance Board, Chair	January 2015 – October 2017
IGP Governance Board, Director	January 2014 – January 2015
Certification Development Task Force - IGP	May 2012 – July 2011
Certificate Development - Essentials of Enterprise Search Certificate	May 2015 – September 2015
Generally Accepted Recordkeeping Principles Development Task Force	July 2011 – December 2012
Standards Development Task Force	October 2009 – July 2010
Member	May 2005 - Present

ARMA Metropolitan New York City – Board of Directors, President July 2012 – June 2014

Institute of Certified Records Managers – Member November 2006 – Present

International Association of Privacy Professionals – Member April 2018 - Present

ARMA 2014 Conference & Expo – Top Educational Presenter and Session:

Records Management & Cross-Border Privacy Concerns: A Marriage of Principles

UO Capstone Award for Academic Excellence, July 2010:

Employing the Generally Accepted Record Keeping Principles® (GARP®) to Identify Practices for Efficient and Compliant Electronic Records and Information Management

ARMA International 2008 Cobalt Award:

The Cobalt Award is presented annually to the company whose RIM program exemplifies organization-wide best practices in managing records and information.

SELECT PUBLIC SPEAKING & PRESENTATIONS

ARMA International
October 2018, Closing General Session: *The Power of Integrity*
October 2018, *CA Consumer Privacy Act: What it Means for My Organization*
October 2017, *Implementing IG: Ins, Outs, Ups & Downs of Program Development*
October 2017, *Getting Unstuck: Keeping Your Plans Moving Forward*
October 2016, *Beyond the Core: How to Engage ALL the Necessary Stakeholders*
October 2016, *Presentation Boot: Enhancing Your Speaking and Presentation Skills*
October 2015, Closing General Session: *IG Genius – Paving Your Pathway*

CGOC
March 2018, *Positioning the IG & eDiscovery Professional in the Enterprise*
March 2017, *GDPR on the Horizon – Is Your Organization Ready?*
March 2016, *Privacy, Security & Compliance: A Global Framework for IG*
March 2015, *TRANSPARENCY: IG and the Post '08 Financial Crisis Regulations*

LegalTech
February 2018, *George Orwell's Animal Farm: Prepping for Disaster*
February 2017, *Data Disposition Strategies from the Trenches*
February 2016, *Information Governance and the Updated FRCP*
February 2015, *Law Firms Mobilize to Deal with Data Security Threats*

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August 2018, *IG Best Practices and the Importance of Collaboration*