

Phil Guenther, J.D., CRM

SUMMARY:

Licensed attorney and Certified Records Manager (CRM) with 15 years of experience in the legal and information management fields. Strong background in the following areas:

- Records Lifecycle Management
- Global Records Retention Schedule Development
- U.S. & International Legal Research
- Records & Information Management Program Development - including Training, Assessments, and Policy & Procedure creation
- People Management
- Regulatory Data Validation
- Business Continuity/Disaster Recovery Planning
- Vendor Facility Audits
- Process Management

PROFESSIONAL EXPERIENCE:

Bank of America

Senior Vice President, Enterprise Data Management Governance

Charlotte, NC

Senior Data Architect – Regulatory Data Validation

October 2018 - Present

- Partner with business units, control functions, regulatory relations, and compliance and data executives to perform quality assurance on data prior to submission to regulators
- Responsible for multiple, simultaneous efforts requiring analytical and technical skills
- Communicate and influence both vertically and horizontally to obtain the leverage and resources necessary to execute data validation

Process Design Manager – Global Records Management

April 2017 – September 2018

- Responsible for the execution of the Defensible Disposition process, which ensures Bank data is defensibly destroyed according to Global Records Management policies and standards
- Direct the end-to-end Application Onboarding Process, which includes:
 - Record code alignment to applications
 - Technology assessments
 - Systematic integration to internal records & information management application
 - Disposition framework and operations
- Oversee the preservation management process, which ensures all Legal preservations at the Bank are properly implemented
- Responsible for Technology Governance for Global Records Management, including technology roadmap

Iron Mountain, Consulting Services

New York, NY/Charlotte, NC

Senior Consultant

July 2013-April 2017

- Primarily responsible for the successful execution of milestones for records management consulting engagements
- Coordinate and review the legal research process that underlies the client's records retention schedule.
- Stay current on global legal and regulatory changes
- Anticipate developments in the regulatory landscape and assess its potential impact on clients
- Create records retention schedules and map legal research to the appropriate record classes
- Help clients develop their records and information management programs, including assessments, policy and procedure creation, employee trainings, and intranet sites

- Provide regular project management support, including regular communication with clients, managing deliverables and timelines, problem resolution, and monitoring overall client satisfaction

Novartis Institutes for Biomedical Research

Cambridge, Massachusetts

Site Manager, Archive & Records Management

March 2010-June 2013

- Responsible for the preservation, retention, and life cycle management of all physical scientific and business records for the company
- Co-authored guidance documents/standard operating procedures (SOPs) which helped align the policies of the global records management group
- Maintained metrics and data reports for department operations
- Drafted and maintained business continuity and disaster recovery plans for the records management department on an annual basis, ensuring the protection of company assets in the event of a disaster
- Negotiated contracts and prices with service providers relating to imaging projects, storage accounts, microfilming, and other business needs
- Performed semi-annual audits of third-party vendors to ensure the storage of company business records met internal standards
- Organized and planned the records management table at the company's annual "Compliance Day" to raise the visibility of the records management program within the organization

Compliance Project – Global Transparency

April 2012-April 2013

- Assisted with compliance initiatives relating to the U.S. Patient Protection and Affordable Care Act
- Member of the Global Team assessing global transparency laws

Records Management Clerk

June 2008-February 2010

- Oversaw the issuing, collection, and scanning of lab notebooks and reports
- Reviewed lab notebooks to ensure compliance with company guidelines
- Handled requests from researchers and department heads for archived items

British Telecom

London, England

Legal Internship

Summer 2007

- Conducted legal research on U.S. case law regarding Universal Service Providers
- Reviewed contracts and analyzed damage clauses

Legal Aid Society of Palm Beach County

West Palm Beach, Florida

Legal Assistant

August 2003 – July 2006

- Provided extensive administrative assistance for the Executive Director, as well as the Elder Law Program, Family Law Department, Juvenile Advocacy Project, and Pro-Bono Department
- Hurricane Relief Program: Assisted clients with obtaining relief from FEMA by drafting demand letters and negotiating with insurance companies on behalf of clients

EDUCATION:

New England School of Law

Boston, Massachusetts

Juris Doctor

August 2006 - May 2009

Summer Study: University of Edinburgh

Edinburgh, Scotland

- Comparative Constitutional History and International Environmental Law

Summer 2007

Palm Beach Atlantic University
Bachelor of Arts, Pre-Law
Frederick M. Supper Honors Program

West Palm Beach, Florida
August 2002 – May 2006

Summer Study: Cambridge University, St. Edmund's College
▪ Humanities Courses

Cambridge, England
Summer 2004

PROFESSIONAL & COMMUNITY AFFILIATIONS

- Current Vice President of the Charlotte-Piedmont Chapter of ARMA (Professional Association for Records and Information Managers)
- Candidate for Director position on the ARMA International Board
- Current Director on the Information Governance Professional (IGP) Certification Board
- Member of the Massachusetts Bar Association
- Volunteer with Heart Math Tutoring
- Active member of several employee networks