

# J. GRIFFIN DEROSA

DIRECTOR OF BUSINESS OPERATIONS • INFRASTRUCTURE LEADERSHIP



DC Metro Area



(202) 905-5257



jderosa@agencymae.com



www.agencymae.com

## EDUCATION

### CHAMPLAIN COLLEGE

#### Robert P. Stiller School of Business

Burlington, Vermont, USA

#### Master of Science

Organizational Psychological Development

*Graduation: 2027*

#### Graduate Certificate

Positive Organizational Development

#### Bachelor of Science

Business Operations & Communication Design

## CERTIFICATIONS

### COMMUNICATION DESIGN

- **Google:** UI/UX DESIGN
- **Microsoft:** UX Design
- **IBM:** Data Analysis and Visualization Certification

### LEADERSHIP & MGMT

- **Wharton:** Removing Barriers to Change in Organizations
- **Duke:** Agile Approaches to Modern Leadership / Strategy & Innovation for Agile Organizations
- **Google:** People Management / Stakeholder Management
- **IBM:** GenAI for Executives

### OPERATIONS & FINANCE

- **HRCI:** Professional Associate
- **Google:** Project Management
- **Intuit:** Quickbooks Pro Advisor (Payroll, Desktop, Enterprise)

## PROFILE

Multi-disciplinary operations executive with over 20 years of experience building and leading internal infrastructure for distributed professional services organizations. Served as sole internal operations executive while supporting \$92M+ in cumulative gross revenue. Full ownership of finance, HR, payroll, compliance, systems governance, digital modernization, and cross-functional alignment. Experienced in scaling teams, strengthening operational continuity, and enabling executive leadership to focus on revenue growth.

## CORE COMPETENCIES

OPERATIONAL INFRASTRUCTURE & GOVERNANCE • FINANCIAL ADMINISTRATION & PAYROLL OVERSIGHT • MULTI-STATE HR & BENEFITS COMPLIANCE • SOP DEVELOPMENT & PROCESS ARCHITECTURE • EXECUTIVE OPERATIONS PARTNERSHIP • DIGITAL SYSTEMS IMPLEMENTATION • WORKFLOW AUTOMATION & SAAS INTEGRATION • ORGANIZATIONAL CHANGE & TEAM STRATEGY

## PROFESSIONAL EXPERIENCE

### SENIOR DIRECTOR OF OPERATIONS

*Marieke Consulting, Inc.*

ARLINGTON, VA

*2008 – Present*

Led full operational infrastructure for remote professional services firm, scaling from 7 to 33 employees while serving as sole internal operations executive supporting \$92M+ in cumulative gross revenue.

- Directed multi-state payroll, benefits administration, tax compliance, and financial operations.
- Served as sole internal operations executive, consolidating HR, accounting, IT administration, and governance functions.
- Led enterprise email migration from GoDaddy to Microsoft 365 (2022), implementing secure cloud-based infrastructure for distributed workforce.
- Designed and implemented SharePoint-based employee portal, including Power Platform skills matrix and centralized SOP library with custom intake applications.
- Rebuilt corporate website (2025) to align brand positioning with organizational maturity and growth.
- Provided executive operational strategy enabling CEO to remain fully billable.

### DIRECTOR OF OPERATIONS & SYSTEM DEVELOPMENT (2012–2018)

Scaled operational systems and governance to support workforce growth and expanding contract portfolio.

- Built and launched second-generation corporate website (2014).
- Standardized financial reporting, payroll systems, and HR process management.
- Expanded SOP architecture and compliance documentation.
- Implemented workflow improvements supporting organizational expansion from early-stage to growth phase.

# J. GRIFFIN DEROSA



DC Metro Area



(202) 905-5257



jderosa@agencymae.com



www.agencymae.com

## TECHNICAL SKILLS

### COMMUNICATION DESIGN

Adobe Creative Suite, XD,  
SketchUp, Figma, SharePoint Site  
Development, Power Apps & BI,  
Tableau, User Research,  
Prototyping, Branding, Web &  
Graphic Design

### MARKETING & SEO

Google Analytics, AdWords, CMS  
Platforms, ATS/Pipeline  
Management, Social Media  
Management, SEO Optimization

### PRODUCTIVITY & COLLABORATION

Microsoft 365/Teams, Adobe, JIRA,  
SharePoint Administration, Asana,  
Notion, Monday, Click Up,  
BaseCamp, Slack, Figma

### PEOPLE MANAGEMENT

Teams, Culture & Stakeholder  
Management, Conflict  
Engagement, HRIS: BambooHR,  
CATSONE, QuickBooks, Unanet,  
Microsoft SharePoint & Dynamics

### PROJECT MANAGEMENT

Agile/Scrum, SOP (Standard  
Operating Procedure)  
Development, SWOT, PESTLE,  
Resource Planning

## PROFESSIONAL EXPERIENCE (CONT'D)

### OPERATIONS & INFRASTRUCTURE LEAD (2008–2012)

Established foundational financial and operational systems during early company growth.

- Built first corporate website (2008).
- Managed human resources, accounting operations, payroll, vendor coordination, and executive reporting.
- Developed initial documentation frameworks and internal workflow processes.

### SENIOR OPERATIONS & DIGITAL STRATEGY

*Sirene Solutions, LLC*

TEMECULA, CA

2017 – PRESENT

- Established accounting and payroll systems supporting Identity Access Management services organization.
- Built operational frameworks and documentation architecture.
- Developed website and brand system aligned with business positioning.
- Integrated HR and workflow systems to improve efficiency and visibility.

## FOUNDATIONAL OPERATIONS & SYSTEMS LEADERSHIP

2001–2008 | Multi-Industry Experience

Progressively advanced through operations, financial administration, and systems roles across financial services, technology, and marketing organizations, developing core expertise in accounting, reporting, compliance, executive coordination, and process modernization.

Representative Experience:

- Managed accounting operations including payroll, invoicing, reconciliation, and financial reporting.
- Built executive dashboards and reporting tools to support leadership decision-making.
- Implemented HR and operational tracking systems including BambooHR, CATSONE, JIRA, and BaseCamp.
- Coordinated vendor management and infrastructure planning initiatives.
- Developed SOP documentation and standardized workflow processes across departments.
- Supported national marketing and retail initiatives through structured project coordination.

Prior Organizations Include:

TrialGraphix | SNI | SunRocket | Mid-Atlantic Computer Solutions | Bankers Life & Casualty | Corcentric | Impressions Marketing Group

## SPECIALIZATIONS

Business Process Optimization | Accounting Controller | HR Compliance | Digital Systems Implementation | Cross-Functional Team Management | Organizational Strategy | Government Contracting | UX/UI Design | Agile Project Management | Operational Risk Management | Financial Reporting | Conflict Resolution | Talent Lifecycle Management | Internal Communications | Change Management | Workforce Planning