

# Matthew Medeiros

*Higher Education Executive and Consultant*

## EDUCATION

### **Johns Hopkins University**

*MA in Public Policy / Baltimore, MD*  
Co-author, "Abandoned Properties in Baltimore: Considerations for Public Investment Priorities"

### **Northeastern University**

*BA in Journalism / Boston, MA*  
Magna Cum Laude, National Collegiate Society of Honors, Golden Key Society

## ACCOMPLISHMENTS

- Multiple successful ED and accreditor visits/audits
- Variety of no-finding compliance audits
- Multitude of new compliance program rollouts and implementations
- Numerous SIS and LMS conversions
- New product innovations
- 100+ business process improvements

## PROFILE

Executive with experience in strategic development and regulatory affairs. Seasoned leader with the ability to create an integrated ethics and compliance program that helps ensure the university community maintains a culture of values & principles, while meeting legal and regulatory requirements. Team-oriented, pragmatic, and diplomatic leader skilled in organizing, directing, and implementing compliance, diversity and ethics programs to meet goals and drive strategic plans. Skilled at working with executive leadership, regulatory agencies, and third parties.

## EXPERIENCE

### **National University**

*Chief Compliance Officer, Diversity & Ethics Officer / November 2017-Present*

Provides senior executive decision-making, leadership and strategic planning to help implement mission-driven institutional compliance and ethical practices at the University.

- Oversees system-wide efforts on compliance, regulatory affairs, risk mitigation and ethical business practices
- Administers system compliance initiatives to comply with federal and state regulations
- Collaborates with other leaders to build a culture of diversity & inclusion across the system
- Directs the Enterprise Risk Management program for the system and affiliates
- Manages the system's compliance/risk management program and counsels on strategic system-wide regulatory affairs matters

### **Alliant International University**

*VP of Compliance & Regulatory Affairs / September 2016-November 2017*

Directs senior management, faculty, staff and other employees on the regulatory environment, and recommends and implements modifications to policies and procedures where appropriate.

- Collaborated with leadership to execute strategic plan, build new operational processes/protocols, and identify any unaddressed gaps/risks.
- Led and coordinated university initiatives with executive leadership
- Established and maintained productive relationships with external agencies
- Interpreted regulations to ensure university policies/processes are compliant
- Oversaw state authorization, licensing, and approval activities for the university
- Managed external agency visits and provides audit preparation for leadership
- Addressed escalated issues to ensure positive customer and client outcomes

## SKILLS

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- Leadership
- Compliance
- Regulatory Affairs
- Operations
- Critical Thinking/Problem Solving
- Adaptability
- Collaboration
- Communication
- Systems Analysis
- Policy
- Research
- Training

## AWARDS

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### Outstanding Yearly Performance

TCS Education System

### Best in Class Service

Bridgepoint Education

### Annual Quality Recognition

Ashford University

## INTERESTS

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Sports



Travelling



Reading



Education



Environment



Cooking

## EXPERIENCE CONTINUED

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### TCS Education System

*Director of Academic Records & Regulations / May 2015 – September 2016*

Coordinate with the leadership team to assist all system universities ensure regulatory, academic records and policy compliance.

- Managed operations related to compliance and student information systems.
- Advocated for sustainable solutions that served the system and universities
- Counseled and advised executive team on university/system-wide initiatives
- Working collaboratively with other units within the organization to increase process efficiency while maintaining regulatory compliance
- Built more consistency and transparency in university practices
- Identified organizational needs and managed information system updates

### Ashford University

*Policy & Project Manager / March 2013 – May 2015*

Facilitate interdepartmental workgroups, synthesize subject matter expert input, track progress, and identify potential solutions for university-wide projects.

- Led strategic organizational initiatives from conception to implementation
- Researched operational issues, analyzed options, and developed solutions
- Facilitated interdepartmental coordination, collaboration, and communication
- Aligned strategic initiatives by synthesizing cross-functional perspectives
- Designed effective business processes, requirements, and system rollouts
- Managed university communication reviews and policy updates

### Bridgepoint Education

*Policy & Implementation Specialist / February 2011 – March 2013*

Worked collaboratively across departments to ensure policies and processes were accurate, effective, efficient, and congruent with institutional policies/expectations.

- Composed policies/procedures in publications and communications
- Facilitated project meetings across departments to meet goals/deadlines
- Edited institutional resources/communications to ensure clear, cogent, and concise communications
- Provided mentoring and staff training to various operational and departmental staff

## REFERENCES

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### Ming Tan

*Director, Financial Planning/Analysis*

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### Arti Patel Martinez

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