

Tyrall Waller

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Professional Summary

Experienced Business Administration and Cybersecurity professional with over 20 years of leadership in administrative operations, personnel risk management, and regulatory compliance. I have an Associate's of Science *in Information Technology* and a Bachelor of Science in Cybersecurity from Full Sail University, with a concentration in Governance, Risk, and Compliance (GRC). Skilled in policy development, audit preparation, privacy oversight, and secure personnel systems aligned with recognized frameworks such as NIST, HIPAA, and PCI-DSS. Adept at building and maintaining compliant, efficient, and resilient organizational processes.

Core Competencies

- ****Governance & Compliance Strategy****: Federal directives issuance, documentation oversight, workforce policy.
- ****Risk Assessment & Mitigation****: Internal audits, compliance evaluations, vulnerability identification.
- ****Security Policy Development****: Implementation of NIST, ISO/IEC 27001, COBIT, PCI-DSS.
- ****Audit Preparation & Documentation****: Internal controls evaluation, reporting, and continuous monitoring.
- ****Personnel Privacy & Data Protection****: PII/HIPAA compliance, federal privacy policy enforcement.
- ****Data Integrity & Records Management****: Lifecycle records management, retention policy, system transitions.
- ****Travel & Workforce Systems Administration****: DTS administration, workforce data accuracy, compliance tracking.

Professional Experience

Administrative Operations & Compliance Manager

2002 – 2023

- Managed compliance and privacy protocols for over 500 personnel, ensuring alignment with federal data protection laws.
- Led internal audit operations, verified employee records, and maintained systems integrity.
- Oversaw workflows related to payroll, benefits, documentation, and regulatory filings.
- Designed and implemented risk mitigation procedures for personnel administration systems.
- Monitored and validated performance evaluation processes and eligibility assessments.

Recruitment & Human Resources Liaison

Miami, FL | 2010 – 2013

- Ensured legal and ethical compliance during applicant intake and onboarding.
- Coordinated background checks, document verification, and federal eligibility reviews.
- Partnered with third-party agencies and educational institutions to uphold enrollment integrity.

Education

- Bachelor of Science in Cybersecurity, Full Sail University 2025
- Associates of Science in Information Technology, Full Sail University 2024
- Relevant Courses: Cyber Law, Risk Management, Security Frameworks, Disaster Recovery
- High School Diploma, Eastern High School 1996

Certifications (Targeted)

- CompTIA Security+ (Planned)
- Certified in Risk and Information Systems Control (CRISC – ISACA)
- Certified Information Systems Auditor (CISA – ISACA)
- ISO/IEC 27001 Foundations (Planned)

Technical Skills

- Microsoft Office Suite • SharePoint • Personnel Systems Administration
- Audit Checklist Design • Risk Register Development • Security Controls Mapping
- Policy Development • Legal and Regulatory Review • Privacy Impact Analysis

Expanded Responsibilities & Specialized Roles

- Led digital and physical records lifecycle management in accordance with federal policies and retention schedules.
- Developed and implemented centralized records systems and electronic document control strategies.
- Directed regulatory reviews to reduce redundant reporting and streamline documentation standards.
- Facilitated policy and compliance oversight across enterprise teams and functional areas.
- Acted as Privacy Compliance Lead, managing organizational HIPAA and HITECH implementation.
- Conducted workforce privacy audits, risk assessments, and compliance training programs.
- Maintained dual oversight roles as Privacy Officer and Security Officer for protected health data systems.
- Supported over 15 years of enterprise compliance audits and internal inspections to enhance operational effectiveness and governance maturity.
- Advised senior leadership on risk posture, regulatory alignment, and incident response procedures.