

Denis Bradly Burns



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OBJECTIVES

To contribute strong leadership and management skills to your organization through communication, planning, and creative thinking.

EXPERIENCE

Director of Information Security and Privacy and Compliance Officer | Florida State University | College of Medicine and Florida Medical Practice Plan

March 2013 - Present

As the College transitioned into providing clinical services as well as multiple research projects involving patient data, I lead the effort towards HIPAA/HITECH compliance. Beginning with a gap analysis and an initial risk assessment, I instituted policies and procedures for the clinical operations to protect patient data. As the College has matured, I have widened the scope and generated a compliance program that encompasses the entire business unit.

My role has become more comprehensive as the Compliance Officer for the College as well as the varied clinical activities of the Florida Medical Practice Plan. Among my duties and roles:

- Provide consulting and expertise to educators, researchers, and students on numerous compliance regulations including, but not limited to, HIPAA, FERPA, FIPA, CLIA, GDPR, PCI/DSS and other legislation as requested
- Generate and perform periodic audits and risk assessments for various legislative and governing bodies
- Manage workforce training and recurring security reminder program for HIPAA/HITECH compliance
- Serve as HIPAA Security Officer for College and Florida Medical Practice Plan
- Serve as HIPAA Privacy Officer for College and Florida Medical Practice Plan
- Serve as Information Security Manager for College when reporting to University
- Serve as Unit Privacy Coordinator for College when reporting to University

IT Infrastructure Manager | Florida State University | College of Medicine

April 2011 - March 2013

The College of Medicine was in a transitional phase on early 2011 and I was brought on board to facilitate moving their IT support structure to a new paradigm. Within my first 6 months I shifted their IT support from an authoritarian model to a more user-centric model. This change has strengthened the IT department's bond with our 'customers' and has led to markedly higher satisfaction ratings from the faculty, staff and students. Among the projects that I led were new inventory controls, issue management system and numerous hardware and software implementation projects.

IT Infrastructure Manager – continued from previous page

- Facilitate FOIA requests
- Technical liaison with faculty, staff, and student base
- Coordinate support activities between Faculty/Staff and internal and external IT groups
- Supervisory and Budgetary responsibility for College IT funds
- Manage Help Desk, computer labs, classrooms and other common IT assets
- Create and maintain policy and procedure manuals
- Manage multiple internal and external IT and infrastructure projects
- Supervise dedicated IT staff and in academic setting

**Senior Computer Support Specialist | Florida State University
| College of Communication and Information**

March 2007 – March 2011

Tallahassee, FL

- Technical liaison with faculty, staff, and student base
- Coordinate support activities between Faculty/Staff and several IT groups
- Administer desktop PC/MAC infrastructure
- Manage Active Directory and LDAP on Windows and Linux systems
- Supervisory and Budgetary responsibility for College IT funds
- Manage Help Desk, computer labs, classrooms and other common IT assets
- Create and maintain knowledge base, policy and procedure manuals
- Manage multiple internal and external IT and infrastructure projects
- Supervise dedicated employees and students in academic setting
- Led change through merger with resultant of tripling customer base

Legislative Researcher | Florida Information Associates

2003 - 2007

Tallahassee, FL

- Research election documents from various FL and OH elections
- Digitize, organize, and warehouse thousands of election documents.
- Involved extensive travel to locations across the country.

Production Coordinator | Fool Moon Treasures

1996 – 2005

Tallahassee, FL

- Manage employees and production for giftware manufacturer.
- Implement and maintain integrated PC network for business functions.

Field Service Engineer | Danka Business Systems

1995 – 2002

Tallahassee, FL

- Charged with troubleshooting, repair and maintenance of analog and digital imaging equipment within customer's locales.
- Responsible for maintaining customer satisfaction.

EDUCATION

Florida State University | College of Communication and Information 2009

Master of Library and Information Science with specializations in *Information Technology Management* and *Information Security*

Florida State University | College of Information - 2006

Major: **Information Technology** Minor: Meteorology
Dean's List – Member of PTK - National Honor Society

CERTIFICATIONS:

Certified HIPAA Professional (CHP) - 2013 - present

Certified Security Compliance Specialist (CSCS) - 2014 - present

Certified Cyber Security Architect (CCSA) - 2014 - present

MAC OS X Support Essentials Certification - 2008

PROFESSIONAL ASSOCIATIONS:

Information Systems Audit and Control Association – Member

International Association of Privacy Professionals – Member

Taltech Alliance – Member

Infragard - Member

REFERENCES – available upon request