Joshua Aldrich

RCA, IGP, CRA, CLSP, CISM, CISSP

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**summary:** Motivated, results-driven IT security and litigation support professional with over 15 years of practical experience ranging from information governance and regulatory compliance, system administration and support, database reporting, project management, and eDiscovery. Key strengths include strong analytical and problem-solving skills, a dedication to teamwork and customer service, exceptional leadership, and ability to communicate and collaborate effectively at all levels of an organization. Seeking opportunities for growth and development in eDiscovery, information governance, IT security, legal operations, and litigation support.

**experience:** **SSI / Aquipt**

 **eDiscovery Technology Consultant / Sr. Systems Engineer** *(Nov. 2018 – Present)*

* Technology engineering and consulting lead responsible for the design, implementation, support and administration of integrated cloud-based technology solutions for the firm's legal, eDiscovery and litigation support client base. Oversee all aspects of network, infrastructure, security and system administration including:
	+ - * + Design and deployment of virtual server architecture
				+ Management and administration of client networks & firewalls
				+ Application installation, deployment & maintenance
				+ SQL Server installation, configuration & administration
				+ Remediation of system & network security vulnerabilities
				+ Cyber-security threat hunting & review
* Lead client project onboardings and deployments of eDiscovery software suites including Relativity, iConect/XERA, iPro/eCapture, and CloudNine/LAW. Certified as a Relativity Master and iConect System Administrator.

 **FTI Consulting - Technology**

 **eDiscovery Director** *(Jan. 2018 – Oct. 2018)*

* Consulting lead overseeing execution and delivery of eDiscovery services to a variety of corporate and legal clients spanning various industries and market segments. Coordinated all aspects of electronic discovery lifecycle management including forensic collection and acquisition, data processing, document review and production. Enhanced and streamlined the firm’s eDiscovery service offerings through strategic deployment of resources, technology, and process simplification.

**Voya Financial - Technology Risk & Security Management**

 **eDiscovery Manager** via Cognizant Tech. Solutions*(Sept. 2017 – Dec. 2017)*

**eDiscovery & Data Operations Security Manager** *(Oct. 2016 – Aug. 2017)*

**eDiscovery Team Lead / Sr. eDiscovery Specialist** *(Apr. 2012 – Sept. 2016)*

* IT manager leading and overseeing a team of IT security and litigation support professionals for the firm’s eDiscovery, data loss prevention, and network access control functions. Responsible for governance and oversight of security operations to secure and protect data assets across the enterprise.
* Operational manager and technical subject matter expert responsible for all eDiscovery, litigation support, and records management initiatives. Provided IT representation for litigation, regulatory, and investigative matters supporting multiple lines of business including Legal, Compliance, Human Resources, and Corporate Investigations.
* Primary liaison and relationship manager between internal and external counsel, IT support personnel, eDiscovery service providers and third-party software vendors. Responsible for implementing, maintaining, and evolving the firm’s eDiscovery playbook ensuring eDiscovery processes and workflows were documented, repeatable, and defensible.
* Served as the eDiscovery technical lead and subject matter expert in the implementation, deployment and validation of EnCase eDiscovery and Relativity. Defined and implemented technical processes and procedures for utilizing the tools to enhance Voya’s collection and review capabilities while bringing data processing and document production in-house. Significantly reduced external spend with third-party service providers and reduced overall risk by allowing the firm to better control and secure matter data. Realized cost savings and avoidance in excess of $1 million annually.
* Provided training and guidance on eDiscovery tools, workflows, and best practices to internal eDiscovery personnel and Relativity system administrators as well as internal and external legal counsel and document reviewers. Developed and implemented Voya’s internal *Relativity Certified Administrator (RCA)* training program resulting in all members of Voya’s eDiscovery Team attaining RCA certification.
* Coordinated and conducted the forensic collection and acquisition, preservation, processing, review, and production of electronically stored information across a variety of network systems including internal and external e-mail retention systems, corporate network file shares, virtual desktop environments, and local workstations.
* Designed and implemented the eDiscovery Dashboard, a custom in-house developed Relativity matter management system for monitoring, tracking and documenting eDiscovery casework including case matter management, litigation hold and custodian data tracking, data asset and chain of custody documentation, as well as data collection, preservation, and document production requests.
* Spearheaded records management and information governance initiatives including consolidation of multiple legacy e-mail retention archives as well as deployment and implementation of Voya’s regulatory and litigation hold process.
* Proficient in the use of eDiscovery and forensic data collection, processing, and search tools including Relativity, DT Search, EnCase eDiscovery, EnCase Enterprise, Veritas Discovery Accelerator, and Microsoft SharePoint.

**ING Shared Applications Engineering - Enabling Platforms / Security Tools**

 **Software Developer / Assoc. Systems Engineer** *(Aug. 2009 – Apr. 2012)*

* Technical lead and project coordinator on the Treasury File Audit Remediation Project. Implemented secure file transport protocols (sFTP), asymmetric key authentication, and file-level encryption for inbound and outbound PeopleSoft treasury files. Deployed CA Access Control to secure private keys and prevent unauthorized access. Coordinated implementation efforts across multiple lines of business.
* Lead developer and subject matter expert to upgrade and enhance ING’s Oracle Enterprise Single Sign-On (ESSO) software application suite. Deployed application upgrade and capability enhancements to over 8,000 internal employees stabilizing ING’s ESSO environment and significantly reducing help desk and deskside support incidents.
* Primary application support for a variety of security and batch scheduling applications including Oracle Enterprise Single Sign-On Suite (ESSO/v-GO), Novell Privileged User Manager, Control-M Batch Scheduler and Tivoli Workload Scheduler.

**ING Corporate Applications**

 **Software Developer / Assoc. Software Developer** *(Jun. 2006 – Aug. 2009)*

• Ownership of ING Legal requirements for data retention and eDiscovery. Coordination across IT functions, e-mail retention vendors, and lines of business to retain, gather, and search electronically stored information in response to litigation, regulatory, and investigative requests.

* Development and support for in-house developed SQL Server and MS SharePoint applications in use by ING’s corporate legal teams. Implemented operational workflow and developed standard policies and procedures for legal hold management and data collection requests. Implemented and deployed Business Objects reporting capabilities to assist with litigation matter management.
* Disaster recovery and business continuity plan coordinator for over 100 corporate applications. Maintained compliance with ING Group recovery testing and plan maintenance standards for all critical corporate systems.
* Primary application support for a variety of corporate lines of business including Legal & Compliance, Corporate Special Investigations, Tax Shared Services, Accounts Payable (Unclaimed Property), Treasury Services, Risk Management, and Corporate Real Estate.
* Vendor and customer-relationship management for third-party and internally hosted client software solutions.

**certifications:** **Certified Information Systems Security Professional (CISSP)**  License #472587, Oct. 2014 to Present

**Certified Information Security Manager (CISM)**

 License #1631310, Mar. 2016 to Present

 **Information Governance Professional (IGP)** – Sept. 2017 to Present

 **Certified Records Analyst (CRA)** – Nov. 2017 to Present

**Certified eDiscovery & Litigation Support Professional (CLSP)** – Dec. 2015 to Present

**Relativity Certified Administrator (RCA)** – Oct. 2013 to Present

**Relativity Certified Analytics Specialist** – Oct. 2014 to Present

**Relativity Certified Assisted Review Specialist** – Oct. 2014 to Aug. 2019 (Discontinued)

**Relativity Certified Infrastructure Specialist** – Jun. 2015 to Present

**Relativity Certified Processing Specialist** – Jan. 2016 to Present

**Relativity Certified Project Management Specialist** – Oct. 2016 to Present

**Relativity Certified Review Management Specialist** – Nov. 2014 to Present

**Relativity Certified Sales Pro** – Oct. 2019 to Present

**RelativityOne Certified Pro –** Oct. 2018 to Present

**RelativityOne Review Pro –** Dec. 2020 to Present

**Relativity Expert** – Oct. 2014 to Present

**Relativity Master** – Jun. 2015 to Present

**iConect Certified Power Reviewer** – Feb. 2020 to Present

**iConect Certified System Administrator –** Mar. 2020 to Present

**ACHIEVEMENTS:** • Selected as a **2015 Relativity Platform Innovation Award Top 3 Finalist** as the

chief architect & developer of the eDiscovery Dashboard - a complete matter management solution used to track all relevant case information and eDiscovery project work. The Relativity-based solution provides business partners with a centralized source of historical discovery and chain of custody documentation.

 • **2015 TRU Staffing Partners Legal Technology Scholarship Recipient**

 • **ING Circle of Honor** award recipient for participation in the Rightsource Treasury

Workstation Infrastructure Project resulting in reduced costs, improved service, and

 increased security and recovery capacity for Treasury Services.

* **ING CITS Bench Award** recipient for participation on the Electronic Storage Cost Reductions Team resulting in substantial savings in IT infrastructure and storage costs in excess of $5 million.

**skills:** Litigation Support, EDRM Lifecycle Management, Vendor Relationship Management,

Relativity, iConect XERA, Veritas Enterprise Vault / Discovery Accelerator, GlobalRelay Email Archiving, EnCase eDiscovery, EnCase Enterprise, DT Search, Intella, TrueCrypt, BitLocker, PGP/GPG, Microsoft SharePoint, SQL, VMWare / vCloud Director, Microsoft Windows Server/Desktop, UNIX, Aspera, Signiant Media Shuttle, Business Objects, Crystal Reports, SDLC, PL/SQL, Java, C++, VB

**education:** **Bachelor of Science in Computer Science, May 2004**

Kennesaw State University – Kennesaw, GA

Graduated Summa Cum Laude with a GPA of 3.92

Designated an Honors Scholar under the KSU Honors Program

Selected 2003-2004 University Scholar, Outstanding Senior in Computer Science

**Continuing Education and Training Courses**

* + - *iConect XERA Certified System Administrator Training*
		- *Information Governance Professional (IGP) Certification Bootcamp*
		- *Certified eDiscovery & Litigation Support Professional Certification Workshop*
		- *Kroll OnTrack eDiscovery Certification Workshop*
		- *EnCase Enterprise Implementation & Administration*
		- *Compliance 101 for IT Professionals* – An overview of litigation and regulatory requirements for electronic data retention and discovery.
		- *Novell Privileged User Manager Administration*
		- *Oracle Enterprise Single Sign-On Administration*
		- *TWS Workload Scheduler Administration*
		- *Introduction / Advanced PL/SQL Programming*
		- *Introduction to SQL*
		- *Introduction to Crystal Reports*