

Geoffrey Mann

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SUMMARY

Accomplished legal and compliance professional with a deep background in regulatory compliance, contract administration, and corporate communication. Proven ability to interpret complex laws and collaboratively develop product and process solutions that balance risk against revenue. Strong legal writing, team building, and stakeholder management skills. A process- and data-driven leader.

KEY COMPETENCIES

- Regulatory Compliance for Employers (ERISA, IRC, ACA, COBRA)
- Data Privacy & Security (HIPAA, GDPR)
- Corporate Communications
- Contract Drafting, Negotiation, and Management
- Legal Analysis and Risk Assessment
- Process Improvement (Six Sigma, Agile)
- People Management

EXPERIENCE

Tenzing Pacific Services, Marketing Manager (2022 - 2023), Sr. Sales Advisor (2019 - 2024)

Responsible for marketing strategy and execution for a regional insurance and financial services agency.

- Built marketing department: hired staff, developed processes
- Created content and managed lead generation and branding across multiple channels: website, social media, online ads, email marketing, events
- Doubled leads in one year

Ceridian (now Dayforce HCM), Senior Compliance Manager (2000 - 2017)

Progressed through a series of roles culminating in ownership of the compliance function for a \$150M+ portfolio of health-related employer services within a Fortune 200 company. Designed and managed a compliance program that was a critical element of the product offering, always balancing legal risk and profitability. Primary writer of all communications involving the laws that applied to the company and our customers. No negative regulatory or civil actions during tenure.

- **Legal and compliance leader:** subject matter expert (SME) on laws impacting service offerings, primarily Federal tax and labor laws. Consulted closely with business unit owners to create efficient solutions to the challenges posed by compliance requirements. Data privacy officer, legal representative, appeals arbitrator, contract negotiator, critical member of Six Sigma and Agile projects.
- **Writer, content manager:** 17 years of experience translating legal concepts into clear, actionable information for clients and their employees. Managed content across a spectrum of distribution channels: compliance updates, websites, newsletters, training materials, policies.
- **People manager:** oversaw 10 high-performing analysts who administered a suite of B2B services and supported the account management, sales and accounting teams. Mentored senior staff in legal analysis and effective writing.
- **Contract administrator:** drafted, reviewed, and directly negotiated service contracts, BAAs, and NDAs to ensure alignment with regulatory and corporate risk requirements.

EDUCATION

Catholic University Law School, Washington, DC

Juris Doctor (J.D.), 1996

Stony Brook University, Stony Brook, NY

Bachelor of Arts (B.A.), 1988