

JONATHAN MALCHOW VEGA

(469) 274-1993 | jonathanmalchowvega@gmail.com

linkedin.com/in/jonathanmalchowvega | jonathanmalchowvega.com | English/Spanish bilingual

INFORMATION GOVERNANCE | DATA GOVERNANCE | METADATA | POLICY & COMPLIANCE

SUMMARY

Governance and information-management professional who has spent a career organizing complexity, implementing policy, and building systems people can trust. Led board governance, compliance documentation, vendor governance, reporting standards, system-of-record implementation, and pandemic-era continuity in complex stakeholder environments. MSLIS-trained in metadata, taxonomy, databases, records, and knowledge organization.

CORE COMPETENCIES

Information governance • Data governance • Board governance • Policy implementation • Compliance • Metadata • Taxonomy • Data stewardship • Records • Data quality • Business terms • SQL • Advanced Excel • Appfolio

PROFESSIONAL EXPERIENCE

Research Collaborator, Systematic Review Paper | Simmons University HCI/VIS Research Group | June 2026–Present

- Designed the analytical framework for the paper's discussion chapter: what explains the distribution of findings across the corpus, where the methods measurably succeed and fail, and what remains unexamined, giving the survey evaluative and generative power alongside its descriptive account.
- Maintain a multi-axis classification matrix over a 216-paper corpus spanning nine visualization interaction contexts, using dense and empty cells to separate evidenced gaps from areas simply never studied.
- Apply and document the inclusion rule distinguishing interactions that encode the data from those that only control an interface, holding classification consistent as the corpus expands.

Faculty-Student Collaborative Fellow (Graduate Research Assistant) | Simmons University HCI/VIS Research Group | 2025–June 2026

- Co-designed an emergent classification system with coding dimensions, inclusion criteria, and repeatable classification logic for a systematic review.
- Built structured coding spreadsheets and HTML heatmaps; translated ambiguous evidence into controlled analytical categories.

Owner and Operator | SpeedQueen Laundry | December 2023–Present

- Operate CRM/POS records, customer data, service categories, vendor coordination, web presence, and quality-control workflows.

Director of Operations and Business Development | Property Management One | 2015–2021

- Governed records, reporting, vendors, budgets, compliance, and stakeholder communications across 140 properties and 2,200 units.
- Translated CC&Rs, bylaws, board decisions, elections, minutes, reserve planning, and compliance obligations into documented processes and audit trails.
- Implemented Appfolio as a system of record with role-based access, reporting workflows, data standards, UAT, documentation, and adoption.
- Maintained continuity during COVID-19 by interpreting changing guidance, documenting decisions, communicating policy shifts, and adapting procedures.
- Expanded the managed portfolio 25% through client development and strategic partnerships.

Director of Operations and E-Commerce | MindinMotion | 2015–2021 (concurrent with Property Management One)

- Governed product categorization, naming, grouping, attributes, and channel-ready catalog information across multiple apparel lines.
- Led a Shopify-to-QuickBooks migration, normalized product and transaction data, restructured workflows, and recovered 40 hours per week of operational labor.
- Connected category structure, assortment planning, supplier data, and customer behavior with approximately \$500,000 in annual revenue.

EDUCATION

- Master of Science in Library and Information Science (MSLIS), Archives Management, Simmons University, 2024–2026 (conferred May 2026).
- Master of Liberal Arts in Extension Studies, History, Harvard Extension School, 2025–2027 (in progress; expected Spring 2027).
- Bachelor of Liberal Arts in Extension Studies, History, with a minor in Finance, cum laude, Harvard Extension School, 2021–2024 (conferred March 2024).

CERTIFICATIONS & PROFESSIONAL DEVELOPMENT

- MIT xPRO Professional Certificate in Advanced Analytics with AI, ML, and Data Science (enrolled).
- IAPP Artificial Intelligence Governance Professional (AIGP): candidate, preparation in progress.
- Taxonomy Boot Camp London 2026, Certificate of Attendance; SQL Certificate, LinkedIn Learning; TESOL Certificate, Massachusetts Bay Community College.

PROFESSIONAL AFFILIATIONS

International Society for Knowledge Organization (ISKO) • International Association of Privacy Professionals (IAPP)