

Jonathan Malchow Vega

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Information Governance | Data Governance | AI Governance | Metadata

SUMMARY

Information governance professional who has spent a career organizing complexity, governing information, and building systems people can trust. Led board-facing governance, policy implementation, compliance documentation, vendor governance, budgeting, system-of-record implementation, reporting standards, and pandemic-era business continuity across complex stakeholder environments. Now bringing that experience into data governance, AI governance, metadata, and trustworthy information systems, supported by an MSLIS in Archives Management, formal training in metadata and database management, and current preparation in AI governance frameworks including NIST AI RMF, ISO/IEC 42001, and the EU AI Act.

CORE COMPETENCIES

Governance: Board governance, information governance, data governance, AI governance, policy implementation, AI inventory concepts, governance reporting

Risk and Compliance: Regulatory compliance, AI risk assessment concepts, pandemic response, business continuity, vendor governance, operational risk, audit documentation

Information and Data: Metadata, taxonomy, information architecture, records, data quality, business terms, reporting definitions, data stewardship

Analytics and Technology: SQL, advanced Excel, database design, Appfolio, CRM/POS systems, Google Workspace, Netlify, GoDaddy, LLM-assisted documentation, AI-assisted workflows

SELECTED EXPERIENCE

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

- Organized governance, records, reporting, vendors, budgets, and stakeholder communications across a 140-property, 2,200-unit portfolio, turning complex association operations into trusted information flows for boards, owners, residents, and staff.
- Translated CC&Rs, bylaws, board decisions, annual meetings, elections, minutes, reserve planning, and compliance obligations into documented governance processes with clear accountability and audit trails.
- Maintained continuity during COVID-19 by interpreting changing guidance, documenting decisions, communicating policy shifts, and adapting procedures under legal, operational, and stakeholder pressure.
- Implemented Appfolio as a shared system of record, defining reporting workflows, role-based access, data standards, documentation, user adoption, UAT, and governance practices across the portfolio.
- Built budgets and monthly reporting packages that standardized business terms, reporting definitions, ownership expectations, and recurring decision cadences for boards and owners.
- Expanded the managed portfolio 25% through client development and strategic partnerships while preserving governance continuity, documentation standards, and reporting trust across newly onboarded properties.

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

- Supported a systematic review on mid-air hand-gesture interaction in data visualization, translating ambiguous research evidence into structured, reviewable categories.
- Helped define inclusion criteria, coding standards, and classification logic so a growing research corpus could be interpreted consistently across reviewers and revisions.
- Built structured coding spreadsheets and visual outputs that improved evidence synthesis, data quality, reviewability, and the trustworthiness of research claims.

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

- Continue contributing to the paper as the research corpus expands, refining taxonomy, classification logic, evidence synthesis, and manuscript structure.

Owner and Operator | SpeedQueen Laundry | December 2023 - Present

- Operate a full-service laundromat using CRM/POS records, customer data, service categories, vendor coordination, Google services, web presence, and local market analysis to structure daily operations.
- Built practical data workflows for recurring clients, service tracking, customer communication, inventory, vendor coordination, follow-up work, and quality control.

Director of Operations and E-Commerce | MindinMotion | 2015 - 2021

- Organized product, vendor, channel, and transaction information across wholesale and e-commerce workflows, supporting approximately \$500,000 in annual revenue through clearer category and performance data.
- Led platform migration and workflow automation that recovered 40 hours per week of operational labor while improving the governance of product and transaction data.

Store Manager | Forever 21, Plano, TX | 2013 - 2014

- Increased revenue 30% in six months by using traffic, conversion, merchandising, and customer-flow data to reorganize store operations around clearer decisions.

- Applied practical information architecture in physical space by organizing product categories, navigation, visual hierarchy, and placement so customers could find and act quickly.

EARLIER CAREER FOUNDATION

Assistant Business Manager | Alliance Residential Company | 2010 - 2013

- Managed leasing pipeline reporting, weekly KPI reviews, expense controls, resident data, and capital improvement tracking; closed 15+ leases per month and reduced operating costs 12%.
- Recognized as Assistant Business Manager of the Year (2012) out of 550 colleagues, grounding later governance work in reporting discipline, service operations, and data-backed accountability.

Earlier Roles | PRESCHO Study Abroad Consortium; University of Phoenix; Guess Inc.; Rainbow Apparel; Gap | 2001 - 2009

- Built the foundation for my current work through cross-cultural academic administration, doctoral residency operations, adult learner support, visual merchandising, product categorization, and retail information architecture.

SELECTED PROJECTS

Relational Database and Web Application | Simmons University |

- Designed and implemented a normalized MySQL database with hierarchical category structures and a PHP/HTML search and CRUD interface, demonstrating taxonomy-driven data modeling and governed retrieval.

Governance Translation Portfolio | In development |

- Built portfolio materials that translate operational governance experience into information governance, data governance, AI governance, metadata, records, stewardship, and compliance concepts.

EDUCATION

Master of Science in Library and Information Science (MSLIS), Archives Management | Simmons University | Conferred May 2026

- Coursework included metadata, controlled vocabularies, information organization, database management, digital stewardship, archival description, linked data concepts, technology for information professionals, and digital forensics.

Master of Liberal Arts in Extension Studies, History | Harvard Extension School | Expected Spring 2027

- Thesis work uses archival evidence, Freedom of Information disclosures, legal records, source authority, and structured historical analysis.

Bachelor of Liberal Arts in Extension Studies, History and Finance, cum laude | Harvard Extension School | Conferred March 2024

PROFESSIONAL ASSOCIATIONS

- International Society for Knowledge Organization (ISKO), Member.
- International Association of Privacy Professionals (IAPP), Member.

CERTIFICATIONS AND PROFESSIONAL DEVELOPMENT

- Taxonomy Boot Camp London 2026, Certificate of Attendance: semantic interoperability, SKOS/RDF linked data, knowledge graphs, ontologies, taxonomy governance, terminology management, large language models (LLMs), and semantic layers for generative AI and RAG.
- TESOL Certificate, Massachusetts Bay Community College: adult-learning, instructional practice, and communication across learner backgrounds.
- SQL Certificate, LinkedIn Learning: SQL querying, relational database concepts, and structured data retrieval.
- IAPP Artificial Intelligence Governance Professional (AIGP): candidate/preparation in progress; focus areas include AI governance, NIST AI RMF, ISO/IEC 42001, EU AI Act, AI inventory, AI risk assessment, human oversight, documentation, and responsible AI practices.
- MIT xPRO Professional Certificate in Advanced Analytics with AI, ML, and Data Science: enrolled.