

LATISHA GRADY

Business Operations | Compliance | Digital Assets

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PROFESSIONAL SUMMARY

I've solved operational problems inside regulated environments for over 15 years — whether that meant reviewing fraud claims and transaction activity in banking, reconciling accounts payable in a foreclosure-processing pipeline, onboarding new hires for a global manufacturer, or building vendor onboarding, documentation, or project workflows—using Asana, Jira, or Confluence—at a blockchain payments company. Seeking to deepen expertise in digital asset compliance, markets, and fraud prevention.

CORE COMPETENCIES

Compliance & Governance: Documentation · Policy Adherence · Issue Tracking & Escalation · Audit-Ready Recordkeeping · Vendor Onboarding

Regulatory Awareness: BSA/AML · OFAC · KYC/KYB · Financial Crimes Compliance · Genius & Clarity Acts

Financial Operations: Accounts Payable (5 years) · Receivables · Reconciliations · Invoice Review & Payments

Business Operations: Process Improvement · Onboarding · Cross-Functional Coordination · Stakeholder Communication

Tools: Claude · ChatGPT · Jira · Confluence · Asana · Google Workspace · Notion

BUSINESS OPERATIONS SUPPORT

Continuing Education & Civic Leadership | 2024–Present · Wilmington, NC

- Self-studying trends in digital asset markets, legislation and compliance, utility tokens, SQL, and data analytics while pursuing fintech compliance-adjacent roles.
- 2026 candidate for NC House District 18 — managing policy development, public communications, and coalition-building on a live campaign.
- Post 2024 layoff, maintaining financial stability through rideshare work (Lyft) during the transition.

UX Research Operations (Contract) | Ripple Labs 2023–2024 · Remote

Fintech · Blockchain Payment Solutions

- Owned vendor onboarding and documentation coordinating between Legal, Accounting, and external partners.
- Created an internal wiki—using Confluence—to store and manage research documents, project road maps, and compliance-related records for cross-functional team collaboration and organizational accountability.
- Tracked action items, issues, and approvals across multiple stakeholders.
- Created project workflows using Asana improving governance transparency and cross-functional accountability.
- Supported audit readiness through organized recordkeeping and centralized documentation management.

Full-Time Degree Completion 2021–2023 · Greenville, NC

East Carolina University

- Prioritized completing a Bachelor of Science degree full-time following a family bereavement, returning to the workforce in January 2023

HR Operations Coordinator | Moen 2019–2021 · New Bern, NC

Global Manufacturing

- Delivered compliance training on conduct and policy requirements to new hires, documenting completed training and maintaining required records — consistent with state audit documentation standards.
- Authored standard operating procedures (SOP) for the coordinator role, improving consistency and auditability of daily operations.
- Managed employee system and facility access controls, ensuring proper authorization governance and maintaining audit-ready records.
- Generated multi-system reports from Workday, Kronos, and Excel to support internal review and decision-making.

Operations & Administrative Consultant (Freelance) | Self-Employed 2016–2019 · Remote

Small Business · Real Estate · Blockchain · Wellness

- Supported small business clients with accounting tasks, documentation management, and operational process implementation across regulated and compliance-adjacent industries.

Lead Accounts Payable Specialist | King Industrial Realty 2014–2016 · Atlanta, GA

Commercial Real Estate

- Reviewed invoices and supporting documentation for accuracy prior to payment processing, identifying and resolving discrepancies with vendors and internal teams.
- Maintained organized financial records to support month-end close, GL accuracy, and internal audit trails.
- Owned weekly check runs for vendors ensuring timely payment.
- Cross-trained in accounts receivable, assuming lead bookkeeper responsibilities as needed.

Layoff Prommis Solutions 2013-2014 · Sandy Springs, GA

Mortgage Default Services Foreclosure Processing

- Prommis Solutions filed bankruptcy in May 2013.

Accounts Payable Specialist | Prommis Solutions 2010-2013 · Sandy Springs, GA

Mortgage Default Services · Foreclosure Processing

- Processed high-volume AP invoices — hundreds monthly — from regional newspaper vendors for legally required foreclosure publication notices.
- Reviewed invoices and supporting docs for accuracy, resolving discrepancies with vendors prior to payment.
- Maintained organized payment records supporting internal audit trails and month-end close.

Fraud Analyst | Bank of America 2008-2009 Atlanta, GA

Banking · Risk Operations & Customer Service

- Reviewed customer fraud claims and analyzed transaction activity to identify unauthorized account activity.
- Documented findings and escalated cases according to established fraud operations procedures.
- Completed required BSA/AML, OFAC, and CFT compliance training and operated within a highly regulated banking environment.
- Recognized as Voice of the Customer for excellence in client service, education, and case resolution.

EDUCATION

Bachelor of Science

East Carolina University (ECU) · Concentration: Business Systems · Minor: Business Administration

ADDITIONAL EXPERIENCE

Active Digital Asset Investor & Regulatory Tracker 2017–Present · Remote

Fintech · Blockchain · Digital Asset Markets

- Manage a diversified digital asset portfolio with defined risk parameters and rebalancing discipline, treating speculative and core holdings as distinct risk categories. Track regulatory developments shaping markets.