

Monica Senter, J.D.

Nevada City, CA | [REDACTED]
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SUMMARY

Experienced administrative and project management professional with over 20 years of cross-sector expertise spanning public policy, compliance, technology, and operations. Proven track record in managing complex, grant-funded projects, analyzing policy and budget frameworks, and leading contract oversight in both private and government-adjacent environments. Adept at driving process improvements, meeting regulatory requirements, and coordinating with diverse stakeholders. Brings a collaborative, detail-oriented, and results-driven approach with strong written and verbal communication skills. Passionate about supporting community resilience and public service goals. While I have not worked directly with HPO principles in the OES context, I bring deep experience from financial technology operations in high-stakes environments where emergency preparedness, network contingency planning, and rapid incident response were critical.

CORE COMPETENCIES

- Emergency Response & Contingency Planning
- Corporate Funded Project Management
- Policy & Budget Analysis
- Contract Lifecycle Management
- Stakeholder Communication & Engagement
- Regulatory Compliance & Risk Analysis and Management
- Process Improvement
- Document Retention & Audit Preparation
- Public Speaking & Community Education
- Familiarity with Federal/State Grant Portals

EXPERIENCE

Chief Operating Officer | House of Harlequin | Nevada City, CA | 2017 – Present

- Co-founded and manage day-to-day operations of a wellness-oriented community business.
- Oversee development and delivery of educational content, workshops, and compliance programs aligned with public health and safety standards.
- Lead project tracking, reporting, and budgeting for events and public-facing initiatives.
- Engage with local government and nonprofit partners to coordinate outreach and policy education.

Executive Director of Compliance | Medicine Box | Nevada City, CA | 2019

- Created and implemented internal compliance procedures to align company operations with evolving local and state cannabis regulations.
- Drafted audit-ready documentation and supported external reporting for grant-related activities.
- Reviewed contracts and conducted policy impact assessments on operational activities.

AVP, Operational Technology Risk Consultant | Wells Fargo | Nevada City, CA | 2018 – 2019

- Delivered risk assessments and policy compliance analysis impacting enterprise-level technology infrastructure.
- Advised internal stakeholders on regulatory frameworks and mitigated contractual performance risks.
- Provided consultation on technical documentation required for government and vendor audits.
- Led contingency planning and emergency incident response coordination for technology outages impacting financial systems.

Technology Contract Risk Consultant | Wells Fargo | Nevada City, CA | 2016 – 2018

- Managed portfolio of technology-related contracts involving government and heavily regulated sectors.
- Led documentation review for federal compliance and audit alignment.

- Collaborated with internal project leads to ensure alignment with corporate risk strategy.
- Participated in the design of response frameworks to manage critical vendor risks and service disruptions.

Operational Risk Consultant | Wells Fargo | Nevada City, CA | 2015 – 2016

- Partnered with engineers, consultants, and auditors to mitigate operational risks in regulated systems.
- Contributed to remediation of audit findings and internal controls development.
- Supported response plans for urgent security and network events affecting banking continuity.

Additional Prior Roles:

- Business System Consultant, Network Infrastructure Vendor Management | Wells Fargo
- Director, Project Management | iEnvision Technology
- Project Manager | AsTech Consulting
- WHLS and Retail Network Service Manager | Wells Fargo

COMMUNITY LEADERSHIP

Co-Founder | Community Legal | Nevada County, CA

- Developed and led local nonprofit focused on expanding access to legal resources and advocacy.

Co-Founder | Nevada County Cannabis Alliance | Nevada County, CA

- Helped launch and lead regional cannabis policy and industry advocacy group.

Graduate | Nevada County Citizens Academy | 2019

- Completed comprehensive overview of all Nevada County departments and operations.

Editorial Board Member The Union | 2019

- Collaborated with the board and editors for a weekly opinion piece about local events and issues.

EDUCATION

Doctor of Law (J.D.), Law | New College School of Law

Bachelor of Arts (B.A.), History | University of California, Irvine

ADDITIONAL TRAINING

Emerge CA Fellow | 2017

ITIL v3 Certification

LANGUAGES

German (Conversational)

PUBLICATIONS- all published in The Union

- Understanding the New Era of Cannabis Regulation
- A Beginner's Guide to Cannabis Wellness Products
- The Roots of Cannabis Stigma
- From Gold Rush to Green Rush, Now is the Golden Hour
- Measure G is a Testament to the Democratic Process

Note: References available upon request.