

DAVID DISSPAIN

Professional Portfolio

(703) 200-8773

ddisspain@gmail.com

linkedin.com/in/David-Disspain

PROFESSIONAL SUMMARY

Operations and administrative professional with 20+ years of experience driving efficiency across project management, billing operations, GIS mapping, and grant administration. Equally at home supporting executive leadership or collaborating across technical, financial, and operational teams. Brings a data-first mindset to everything — from cleaning up serviceability databases at Comcast to building grant tracking systems for CFO review at MCASA. Known for accuracy, cross-functional collaboration, and getting complex, high-stakes projects across the finish line.

CAREER HIGHLIGHTS & KEY ACHIEVEMENTS

GIS Engineering & Data Integrity

- Selected for a special remote projects team at Comcast to lead a major database cleanup initiative, resolving serviceability mismatches and improving database integrity company-wide.
- Conducted desktop serviceability assessments for residential and commercial properties using GIS mapping tools, ensuring accuracy and alignment with engineering standards.
- Generated cost estimates supporting remote sales and planning teams, reducing delays in project approvals and improving service delivery timelines.

Grant Management & Financial Operations

- Managed multi-million-dollar grant applications and compliance documentation at Maryland Coalition Against Sexual Assault (MCASA), maintaining 100% on-time reporting to federal agencies.
- Designed and built a custom grant tracking database from scratch, giving CFO-level executives real-time visibility into grant allocation, deadlines, and budget variances.
- Analyzed payroll and grant allocation data using QuickBooks, ensuring accurate federal reporting and regulatory compliance for grant-funded programs.

Operations, Billing & Exhibits Management

- Led all billing, budgeting, and commissions reporting for events and AV exhibits across a 14-year tenure at Projection Presentation Technology.
- Managed payroll processing for internal staff and a roster of 100+ freelancers, ensuring accuracy and on-time processing every pay cycle.
- Implemented a paperless time-tracking and payroll system, modernizing operations and significantly reducing administrative overhead and compliance risk.
- Streamlined procurement and vendor management processes, improving cost control and reducing approval delays.

Technology, Compliance & Audit

- Co-developed an enterprise-wide e-Procurement system at EarthLink with full Sarbanes-Oxley (SOX) compliance, training staff across the organization.
- Led data reporting, compliance tracking, and financial dashboard creation to support executive and regulatory reporting needs.
- Digitized and organized driver personnel files to meet DOT compliance standards during a financial audit engagement at Comcast.
- Achieved consistent top-level monthly rankings in call duration, resolution rate, and customer satisfaction as a Technical Support Specialist.

PROFESSIONAL EXPERIENCE DETAIL

Engineer I, Planning & Design (GIS) | Comcast | May 2023 – May 2025 | Remote

- Independently conducted remote desktop serviceability assessments using GIS mapping and proprietary tools for residential and commercial properties.
- Produced cost estimates supporting remote sales and planning teams; maintained billing and address data accuracy across multiple enterprise platforms.
- Collaborated virtually with cross-functional teams in Sales, Construction, and Network Operations to resolve complex serviceability challenges and routing issues.
- Selected for a special remote project team to resolve serviceability mismatches and lead a company-wide database cleanup and data integrity initiative.
- Provided technical support and documentation to internal and external stakeholders through virtual meetings, email, and enterprise documentation systems.

Administrative Auditor – Financial Operations II | Comcast | Dec 2022 – Feb 2023 | Silver Spring, MD

- Digitized and organized driver personnel files to ensure full compliance with DOT safety regulations and audit standards.
- Entered safety training data into the Environmental Health & Safety (EHS) portal with full accuracy, supporting regulatory and financial audit requirements.

Administrative Services Coordinator | Destination DC | Apr 2022 – Aug 2022 | Washington, DC (Hybrid)

- Supported HR with onboarding, orientation, and employee engagement initiatives; processed invoices and expense reports for Finance and Administration.
- Served on the Office Safety Team and Employee Engagement Committee; assisted with planning quarterly board meetings and executive coordination.
- Supervised office access security and supported IT department with company equipment distribution and retrieval.

Grants & Data Coordinator | Maryland Coalition Against Sexual Assault (MCASA) | Dec 2020 – Mar 2022 | Remote

- Managed multi-million-dollar grant applications, compliance documentation, and quarterly federal reporting, ensuring 100% accuracy and on-time submissions.
- Built a custom grant tracking database for CFO-level review; analyzed payroll and grant allocation data using QuickBooks for accurate federal financial reporting.
- Uploaded statistical data and compliance reports to federal grant portals; facilitated cross-departmental collaboration for grant submissions and fiscal oversight.

Office & Exhibits Manager | Projection Presentation Technology | 2005 – 2020 | Washington, DC

- Oversaw billing, budgeting, and commissions reporting for events and AV exhibits across a 14-year tenure; managed weekly, monthly, and YTD revenue analytics.
- Managed payroll for internal staff and 100+ freelancers; implemented paperless time-tracking and streamlined procurement and vendor management processes.
- Maintained equipment inventory management database; implemented compliance SOPs for financial records retention, protection, and security.

Executive Administrative Assistant | Projection Presentation Technology | 2004 – 2005

- Provided high-level administrative support to executive leadership and CEO, including travel, calendar management, and expense reporting.
- Created documentation for branding, SOPs, job descriptions, and corporate policy; supported HR

functions including new hire onboarding and benefits administration.

Business Controls Analyst | EarthLink | 2001 – 2005

- Led data reporting, compliance tracking, and financial dashboard creation for executive and regulatory reporting.
- Co-developed enterprise-wide e-Procurement system with Sarbanes-Oxley (SOX) compliance; trained staff organization-wide on purchasing systems.

Technical Support Specialist | EarthLink | 1999 – 2001

- Achieved consistent top-level monthly rankings in call duration, resolution rate, and customer satisfaction scores.
- Provided Tier 1 technical support for connectivity, software, and customer inquiries across Windows and Mac platforms.

CERTIFICATIONS & PROFESSIONAL DEVELOPMENT

- Google IT Support Professional Certificate
- Artificial Intelligence Fundamentals
- Top 10 Skills for AI Engineer / AI Ops Engineers
- The Bits and Bytes of Computer Networking
- Operating Systems and You: Becoming a Power User

PUBLISHED WORKS (AUTHOR / SCREENWRITER)

In addition to a distinguished professional career, David has authored and published creative works:

- **Mallory Brown at Super Fun Town**
- **HERE COMES BILLY ALIVE**
- **The Keys: Twisted Tales from Auntie's Attic**

Data-driven. Results-focused. 20+ years of getting complex projects across the finish line.