Keifer Griffin

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https://keifergriffin.com

Summary

Policy researcher and writer pursuing an MPA at Golden Gate University, with degrees in Legal Studies and Writing & Rhetoric from UCF. Researched statutes, agency rules, and public comments, then turns them into analysis, guidance, and outreach materials that decision makers and residents can act on. Researched victim services eligibility across multiple states and produced plain-language guides and a printed brochure for nonprofit and law enforcement distribution. Edits and quality-checks work for accuracy and consistency, from policy analyses to client case studies. Brings four years as a Navy forecaster applying federal standards to issue severe weather advisories and briefing commanding officers on risk.

Education

Master of Public Administration (in progress) | Golden Gate University | Hybrid program | 09/2026 to Present | Expected 08/2027

- PAD 301A Research Methods and Analysis: Developing a team research proposal on variation in VA Vocational Rehabilitation and Employment (Chapter 31) employment handicap entitlement determinations, framed as an administrative burden question.
- PAD 302A Public Policy: Edit and strengthen weekly group policy analyses, grounding arguments in policy process models; current research examines family leave policy in California.
- AI 300 Applied AI and Agents: Designed a workflow to help a state regulatory agency analyst group form-letter comments, tag public comments by issue, and draft a comment summary in which every statement cites its source comment, with analyst verification before release. Testing planned on about 75 comments from a public water rule-making docket.

B.A. Writing & Rhetoric | University of Central Florida | Conferred 05/2026

- Relevant coursework: Professional Writing, Professional Editing, Research Methods, Multimedia Composition.

B.S. Legal Studies | University of Central Florida | Conferred 12/2013

- Relevant coursework: Legal Research and Writing, Administrative Law, Constitutional Law

Military Experience

Aerographer's Mate (E-3 to E-5, Petty Officer Second Class) | United States Navy | 02/2015 to 02/2019

Fleet Weather Center, Norfolk, VA | Honorable Discharge

- Forecast heat risk and issued heat advisories during a Middle East (CENTCOM) deployment, determining when conditions crossed thresholds that required protective measures for personnel.
- Applied Navy, DoD, and FAA/WMO observing and forecasting standards to observations, radar, satellite imagery, and model data.
- Determined whether conditions met thresholds for issuing, amending, or cancelling weather warnings and flight restrictions, and documented the evidence supporting each determination.
- Briefed pilots, aircrews, and commanding officers in person and by phone, explaining each forecast, the evidence behind it, and its operational impact.
- Prepared written flight weather briefings (DD Form 175-1) and official weather products stating conditions, applicable restrictions, and the basis for recommendations.
- Conducted quality control on more than 4,200 observations and forecast products; researched discrepancies between data sources, identified the cause, and corrected records before release.
- Used NITES and METOC data systems to input data, generate products, and transmit official correspondence.
- Maintained logs and records to Navy record-keeping standards to support safety investigations and audits.
- Trained and supervised 23 junior Sailors on procedures, documentation standards, and quality control.
- Awarded Navy and Marine Corps Achievement Medal, Good Conduct Medal

Professional Experience

Communication Specialist | Say More Strategies | Orlando, FL | 04/2025 to 05/2026

Project-based employment with a strategic communication firm serving education and cybersecurity clients.

- Drafted a client cybersecurity case study, turning technical incident details and the applicable reporting requirements into a clear narrative for non-technical readers, then completed final quality control.
- Reviewed and built 980 slides for an English language curriculum, checking accuracy, clarity, and consistency across lessons.
- Developed marketing materials for different audiences while keeping facts and messaging consistent across versions.
- Managed project-based deliverables with competing deadlines using Microsoft 365, SharePoint, and Asana.

Intern | Crime Victim Network | Orlando, FL | 01/2025 to 08/2025

- Researched state statutes, program rules, and agency guidance across multiple states to define eligibility for victim compensation, protective orders, and Marsy's Law rights.
- Verified program details against official agency sources; when sources conflicted, traced the discrepancy to the governing rule and documented the correct requirement.
- Translated legal and program requirements into plain-language service descriptions covering who qualifies, what documentation is needed, deadlines, and how to apply.
- Built a crime victim resources website with state-specific content.
- Designed a printable tri-fold brochure with hotline numbers and QR codes, distributed through nonprofits and law enforcement to reach residents without smartphones or internet access.
- Maintained records in a structured resource database using consistent data standards so entries stayed searchable and current.

Skills and Training

- Policy and regulatory: Statutory and regulatory research, administrative law, regulatory interpretation and application, public comment analysis, deadline and procedural tracking
- Analysis and investigation: Evidence review and determinations, discrepancy research and resolution, fact-finding and documentation, records management
- Writing and communication: Plain-language writing, professional editing and quality control, briefings for technical and general audiences, print and digital outreach materials
- Tools: Microsoft 365 (Word, Excel, PowerPoint), SharePoint, Asana, Canva, AI tools (Claude, ChatGPT, Gemini), Agentic harnesses and workflows (Hermes), Google Workspace