

Taíssa Machado

GRC & Third-Party Risk | ISO/IEC 27001 • Vendor Risk • Data Protection (GDPR/LGPD)

Porto, Portugal | michalawiski@gmail.com | [linkedin.com/in/taissamichalawiski](https://www.linkedin.com/in/taissamichalawiski)

PROFILE

Professional with more than ten years of experience leading teams, building new functions from scratch and working with senior management, now focused on Governance, Risk and Compliance. Leading an ISO/IEC 27001:2022 program from gap analysis to implementation and monitoring, and built a third-party risk process from the ground up. Law graduate with applied experience in data protection (LGPD/GDPR) and in turning regulatory requirements into practical processes.

KEY ACHIEVEMENTS

- Assessed **37+ vendors** across two companies, including the critical vendors (AI tools and hosting providers) at Flex.AG.
- Wrote **9 security and compliance policies and procedures** for an ISO/IEC 27001 program now in implementation and monitoring.
- Closed a compliance gap between HR processes and LGPD by redesigning the affected processes with the Information Security team.
- Built the Organizational Development function from zero at Brazil's largest independent fiber operator, during a merger that grew the company from 1,200 to 5,000 employees.

CORE SKILLS

- **Third-party risk management:** vendor inventory, three-tier criticality model, security questionnaires, minimum contract clauses, follow-up of agreed actions
- **ISO/IEC 27001:2022:** requirements mapping, gap analysis, policies and procedures, implementation and monitoring
- **Data protection:** LGPD/GDPR applied, compliance gap identification, process redesign, data minimization
- **Risk assessment:** risk and gap analysis, AI tool risk assessment before adoption, organizational risk assessment
- **Regulatory:** NIS2 (working knowledge), regulatory interpretation (law degree)
- **Leadership and stakeholders:** team leadership, executive reporting, Legal, HR, IT and business teams
- **Tools:** Microsoft 365, Excel, Power BI, SharePoint

PROFESSIONAL EXPERIENCE

Flex.AG | Dec 2024 - Present

Brazilian digital marketing agency (~20 people) with 13+ years of experience, specializing in political campaigns and progressive causes and handling large volumes of client and electoral data.

Information Security & Compliance | Jan 2025 - Present

- Leading the company's first ISO/IEC 27001:2022 program, now in implementation and monitoring: interested-parties analysis, requirements mapping and gap analysis against the standard.
- Wrote 9 security and compliance policies and procedures, including rules for AI use.
- Established the vendor risk process from scratch: vendor inventory, three-tier criticality model, security questionnaire and minimum contract clauses per tier.
- Assessed 7 vendors, including the 3 classified as critical (AI tools and hosting providers), and followed up on the agreed actions with leadership.
- Introduced a risk check before any new tool is adopted.

HR Business Partner | Dec 2024 - Dec 2025

- Aligned people processes with security requirements: access management, onboarding and offboarding, and security awareness.
- Ran organizational risk assessments across people and culture, surfacing leadership and accountability gaps before they became operational risks.
- Redesigned the performance evaluation cycle into a repeatable process aligned with governance standards.

Senior Organizational Development Analyst

Alloha Fibra | Nov 2021 - Dec 2024

Brazil's largest independent fiber-optic internet operator, with 1.6M+ subscribers across 860+ cities, integrating 20+ acquired companies into a single structure.

- Assessed 30+ third-party vendors and platforms, including those used for climate surveys and the diversity census, reviewing data protection risk and restricting the employee data collected.
- Identified a compliance gap between HR processes and LGPD (Brazil's data protection law) and worked directly with the Information Security team to redesign the affected processes.
- Built the Organizational Development function from zero: policies (including goals and internship management), training frameworks, succession planning and performance processes.
- Delivered Great Place to Work certification on the company's first-ever survey, during a merger that scaled the organization from 1,200 to 5,000 employees.

Owner

Alva Café | May 2018 – Mar 2020

- Ran full P&L and operations of a specialty coffee shop, including supplier contracts and regulatory compliance.

Sales & Marketing Supervisor / Marketing Supervisor

Ambev (AB InBev) | Dec 2015 – May 2018

- Promoted to lead a team of 15, with full ownership of recruitment, performance evaluation and training.
- Supported the internal audit of the sales process (Sales Process Optimization), under a strict compliance policy.
- Reported performance and proposals directly to senior management within AB InBev's global commercial structure.

CERTIFICATIONS

- ISO/IEC 27001:2022 Lead Implementer
- ISC2 Certified in Cybersecurity (CC)
- NIST Cybersecurity Framework 2.0 Lead Implementer (in progress)
- ISACA Cybersecurity Fundamentals · Cisco Introduction to Cybersecurity

EDUCATION

- Bachelor's Degree in Law, Universidade Católica de Petrópolis (UCP), Brazil, including an exchange period in Law at Universidade do Porto, Portugal (2013)
- Master's Degree in Social Sciences, Universidade Federal do Rio de Janeiro (UFRJ), Brazil
- Postgraduate Specialization in Business Administration, Fundação Getulio Vargas (FGV), Brazil

LANGUAGES

Portuguese: native · English: intermediate · Spanish: basic