

# CYNTHIA B. SCHULTZ

[cschultz@broadbandlawgroup.com](mailto:cschultz@broadbandlawgroup.com)

(202) 361-6550

## EXECUTIVE SUMMARY

Senior executive, business strategist, chief compliance officer, and law partner with over 30 years of experience in the public and private sectors. Recognized for corporate and organizational governance, risk, compliance, public and commercial transactions and negotiations, and financial and political acumen combined with in-depth knowledge of federal and state regulatory and compliance requirements governing procurement, grants, communications and technology sectors. Extensive background and knowledge of the judicial and executive branches of the U.S. government with proven ability navigating executive agency policy and procedures as well as agency operations.

## PROFESSIONAL EXPERIENCE

**VELOCITY FIBER, LLC**, Washington, D.C. 2018-present  
*Regulatory and Compliance Counsel*  
Responsible for telecommunications, regulatory, and compliance matters.

**BROADBAND LAW GROUP, PLLC**, Washington, D.C. 2017-present  
*Managing Member*  
Advise technology and communications corporations, municipalities, consultants, foundations, educational sector and health care industry on business, regulatory, federal loans and grants management and compliance, and federal rules and regulations. Specialize in Federal Communications Commission Universal Service Programs: E-Rate, Rural Healthcare, Healthcare Connect, Connect America, Lifeline; and USDA Rural Utilities Service loan and grants managements.

**AFFINITI**, Washington, D.C. 2014-2017  
*General Counsel & Chief Compliance Officer*  
Affiniti provides advanced technology and managed broadband solutions to rural communities serving hospitals, healthcare facilities, and K-20 institutions.

- Responsible for all legal affairs of the company, including commercial and real estate contracts, corporate governance, litigation, employment, and capital raising transactions.
- Integrated 3 companies by designing and implementing sound procedures, processes, and training across all business units without legal incidence and initiated, established and centralized a compliance center of excellence in a complex federal and state regulatory environment.
- Instituted a fully functional contract administration software solution integrated with Salesforce CRM and designed, directed and implemented a comprehensive contract review and reconciliation (2,500+) across all legacy companies.
- Provided thought leadership to Executive Team and the Board of Directors on legal, telecommunications, regulatory, business, and compliance matters.

**THE SCHULTZ GROUP, PLLC**, Washington, D.C. 2011-2014  
*Principal*  
**PATTON BOGGS, LLP**, Washington, D.C. (2011-2013)  
*Of Counsel*

Advised communications and technology companies, including fortune 50/100, and educational institutions, including K-20 on legal, compliance, real estate and tower leases, regulatory, and business matters.

- Directed E-rate compliance for \$100+MM in federal technology funding for the Puerto Rico Department of Education.

- Directed federal technology and grant compliance for recipients of \$600+MM in federal technology funding engaged in technology transformation.
- Advised clients on federal regulations, laws, policies, grant regulations, and programmatic compliance on telecommunications, advanced technologies, and FCC Universal Service Programs. Negotiated Partnership Agreements.

**NATIONAL TELECOMMUNICATIONS & INFORMATION ADMINISTRATION**  
**U.S. DEPARTMENT OF COMMERCE, Washington, D.C.**

2009-2010

*Director, Compliance, Audits and Post Award Grants Administration*  
*Broadband Technology Opportunities Program*

Led development and oversight of post award grants administration framework, compliance, and audits for the first \$4.7B Broadband Technology Opportunities Program (BTOP) under the 2009 ARRA to deliver middle and last mile broadband networks to community anchor institutions and vulnerable populations nationwide.

- NTIA Audit Liaison to DOC Office of Inspector General and General Accounting Office.
- Served as Chief Compliance and Environmental Liaison providing thought leadership to key executives in various offices of the White House, federal agencies (FCC, RUS, USDA, CEQ, ACHP), state and local governments, and senior executives of corporations, non-profit organizations, and associations.
- Directed the development, formulation, and implementation of compliance, audit, and post award policy, business processes, standard operating procedures, internal and nationwide recipient training, and recipient and federal program officer handbooks. Managed contractors, legal team, and grants officers.
- Initiated the 1<sup>st</sup> formal Consultation between the Secretary of Commerce and 562 federally recognized Tribal Entities, as the NTIA Tribal Liaison.

**PATTON BOGGS, LLP, Washington, D.C.**

2006-2009

*Partner*

Advised communications and technology companies, including fortune 50/100, and educational institutions on legal, telecommunications, compliance, regulatory, and business matters.

- Represented clients in FCC legal and regulatory compliance actions, federal and administrative appeals, advised on civil fraud, qui tam, and false claims act investigations, regulatory enforcement proceedings, and FCC/Office of Inspector General and federal and state audits.
- Advocated for clients on matters before federal agencies and U.S. Congress.

**UNIVERSAL SERVICE ADMINISTRATIVE COMPANY (USAC), Washington, D.C.**

2003-2006

*Director of Contract Oversight and Results Analysis (2006)*  
*Schools and Libraries Division (SLD)*

Managed legal analysis and contract oversight for USAC E-Rate vendor contracts exceeding \$100+MM in \$2.25B federal program.

- Designed and managed USAC's E-Rate vendor subcontract and created, developed, trained, and implemented service level agreements, contract procedures, escalation policy, and procedures, and performance metrics for USAC's Customer Service Call Center resulting in significant improvement in internal processes, accountability and customer service.

***Director of Service Provider Support of SLD (2003-2005)***

Managed E-Rate Program operations affecting the service provider community consisting of 4,000+ telecom, ISPs, network systems integrators, and information technology providers in \$2.25B federal program.

- Assisted FCC and USAC Board and executive management in identifying and developing USAC programmatic procedures resulting in more efficient and streamlined processes with greater transparency and due process for the service provider community.
- Acted as sole SLD liaison and advocate for the external stakeholder service provider community.

**MCI, INC. and WORLDCOM, INC., Washington, D.C.**

1998-2001

***Senior Manager, National Competition and Regulatory Policy (2000-2001)***

Managed nationwide advocacy before state regulatory commissions on ILEC performance reporting and special access services. Oversaw a national team of 25+, prepared budgets, and managed and prepared performance plans for 12+ direct reports.

- Achieved favorable regulatory enforcement policies in state PUC and PSC carrier-to-carrier collaborative efforts and 271 proceedings.
- Advised executive management on business strategies and litigation risks affecting contract negotiation, dispute resolution, and cost control initiatives.

***Associate Counsel, Law and Public Policy (1998-2000)***

Managed international commercial disputes, arbitration, and litigation on telecommunications services including towers, local and long distance, wireless, internet, frame relay, satellite, international cable consortiums, local loop, network services, and government contracts.

- Advised and briefed executive management on business risks and liabilities.
- Drafted contracts and assessed legal business requirements in domestic and international commercial and vendor agreements, including federal contracting and bids.

**U.S. DEPARTMENT OF JUSTICE, Washington, D.C.**

1992-1998

***Trial Attorney, Attorney General's Honors Program Civil Division  
Commercial Litigation Branch, International Trade Group***

Managed a case load of 200+ matters before the U.S. Court of International Trade and the U.S. Court of Appeals for the Federal Circuit. Litigated and argued as first chair multi-million dollar customs fraud case, domestic and international trade, customs licensing and valuation cases, and managed complex commercial negotiations. Managed 50+ technical support personnel, international counsel, and foreign language interpreters.

- Advised and counseled the U.S. Customs Service on customs issues pertaining to fraud, civil penalties, licensing and valuation.
- Selected as a member of the Attorney General's Management Development Program, Attorney General's Advocacy Institute, and Civil Trial Advocacy Institute.

**U.S. COURT OF INTERNATIONAL TRADE, New York, New York**

1990-1992

***Law Clerk to the Honorable Gregory W. Carman, Acting Chief Judge***

- Drafted opinions, orders, and memoranda; researched legal issues; and assisted at trials on cases before the Court involving customs, fraud, classification, valuation, anti-dumping and countervailing duty matters.

**EDUCATION**

J.D., Washington College of Law, AMERICAN UNIVERSITY, Washington, D.C. 1990  
Editor-in-Chief, *The American University International Journal of Law & Policy*  
Post Graduate Studies, BEIJING UNIVERSITY and FUDAN UNIVERSITY, China Summer 1988  
Concentration: Chinese and International Trade Law  
Post Graduate Studies, PHILIPPS UNIVERSITÄT, Marburg, West German 1983-1985/1986-1987  
Concentration: Law and Political Science/Fluent in German  
Rotary Graduate Ambassadorial Scholar, 1983-1984  
Post Graduate Studies, COLLEGE OF EUROPE, Bruges, Belgium 1985-1986  
Concentration: International Economics and European Union Law  
B.A., International Affairs, GEORGE WASHINGTON UNIVERSITY, Washington, D.C. 1983  
School of Public & International Affairs  
Concentration: Soviet Union, Eastern and Western Europe

**BAR MEMBERSHIPS**

United States Supreme Court 1997  
United States Court of Appeals for the Federal Circuit 1992  
United States Court of Appeals for the Second Circuit 1992  
United States Court of International Trade 1992  
District of Columbia 1992  
New York State 1991