ROBERT SMITH

Compliance Assistant II

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SUMMARY

Energetic Administrative Assistant with experience in providing a high-level executive support. Dedicated and focused on driving productivity by leveraging strong front office management skills.

SKILLS

PowerPoint, Publisher, Word.

WORK EXPERIENCE

Compliance Assistant II

ABC Corporation - August 2013 – August 2014

- Maintain work orders for compliance inspections and testing.
- Handled all distributions of permits and certificates. Ordered general office supplies and other purchases.
- Maintained a standard supply inventory and monitored supply levels timely.
- Prepared highly confidential material and information concerning acquisitions, mergers and personnel matters; maintained current records on officers and directors.
- Reviewed all incoming correspondence; determined significance and appropriate action to be taken.
- Updated and maintained business and social calendars; arranged board meetings and corporate luncheons; received guests.
- Screened and handled telephone calls; coordinated and set up conference calls.

Compliance Assistant

H&R Accounts A Division Of Avadyne Health - 2009 – 2013

- Tasks Provided administrative support to the Compliance Department in all areas of regulatory compliance, i.e.
- Fair Debt Collection Practice Act, Fair Credit Reporting Act, and the Health Insurance Portability and Accountability Act.
- Co-managed the written consumer dispute process involving review, investigation, response, filing, and scanning into a network directory.
- Retrieved and process all daily electronic disputes via e-OSCAR.
- Investigated and submitted AUD Delete and Update requests to the three major credit bureaus.
- Gathered historical data and provided support for investigations involving Better Business Bureau and Attorney General complaints, and threatened of filed legal complaints.
- Researched bankruptcy information on Pacer..

SCHOLASTICS

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