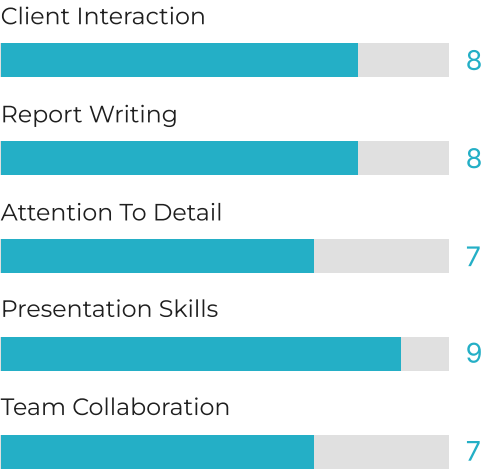


# ROBERT SMITH

Risk and Compliance Intern

support@qwikresume.com  
(123) 456 7899  
Los Angeles  
www.qwikresume.com

## SKILLS



## INTERESTS

DIY Projects    Crafting

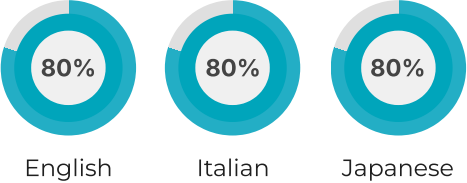
Meditation    History

## STRENGTHS

Humility    Innovation

Insightfulness    Integrity

## LANGUAGES



## ACHIEVEMENTS

- Streamlined compliance documentation processes, reducing review time by 30%.
- Implemented a new tracking system for regulatory changes, improving response time by 25%.

## PROFESSIONAL SUMMARY

Dynamic professional with two years of experience in compliance and risk management, adept at evaluating regulatory frameworks and conducting thorough audits. Proven ability to analyze compliance documentation and facilitate internal controls. Excited to apply my detail-oriented approach and analytical skills to strengthen compliance initiatives and support organizational governance.

## WORK EXPERIENCE

Risk and Compliance Intern  
WidgetWorks Inc.    Feb / 2024-Ongoing  
Denver, CO

- Conducted comprehensive compliance audits, identifying and addressing potential risks.
- Provided expert guidance on compliance-related inquiries from staff and management.
- Shadowed the Chief Compliance Officer, gaining insights into regulatory strategies and best practices.
- Executed audits of multiple accounts ahead of deadlines, ensuring timely compliance reporting.
- Monitored adherence to NCAA regulations for incoming athletes, supporting successful compliance outcomes.
- Collaborated with admissions to establish compliance prerequisites for student enrollment.
- Created a database of compliance requirements to streamline information accessibility.

Compliance Intern  
Lakeside Apparel Co    Feb / 2023-Feb / 2024  
Chicago, IL

- Educated staff on NCAA, Conference, and University compliance regulations, ensuring awareness of updates.
- Produced a monthly compliance newsletter, disseminating crucial policy information to the entire team.
- Conducted store audits to ensure compliance with state and federal regulations.
- Reviewed ADA compliance measures, developing procedures to align with updated regulations.
- Revised internal compliance policies to meet Sarbanes-Oxley standards effectively.
- Assisted in documenting compliance internal controls and providing training to personnel.

## EDUCATION

Bachelor of Science in Business Administration  
University of Random City    Feb / 2022 - Feb / 2023  
Denver, CO

Focused on compliance management and risk assessment as part of the curriculum.