

Compliance Representative

ROBERT SMITH

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Objective

Highly skilled Compliance Representative, experience in Ensuring proper management of policy violation reports in a timely manner, Responding promptly to Compliance related emails, telephone calls, and other inquiries, Researching, gathering, and analyzing information related to specific inquiries and assignments.

Skills

MS Office, Computer Skills, Managing Skills.

Work Experience

Compliance Representative

ABC Corporation - November 2014 - May 2015

- Oversaw all compliance for active Contractors and Therapists in the Healthcare Division.
- Maintained frequent contact with assigned Recruiters and Account Managers.
- Ensured Contractors and Therapists are compliant with State, Company, and Client requirements.
- Audited new Contractor and Therapists files and obtain any missing documents from Recruiters, Contractors, and Therapists when necessary.
- Communicated with Contractors and Therapists daily when credentials need to be updated.
- Tracked and ensured timely receipt of updated credentials.
- Conducted state and national background checks and clearances for all states through all venues.

Compliance Representative

Delta Corporation - 2009 - 2014

- Complies all Sales by reviewing clients full account, ensuring that all orders are entered correctly and lawfully Update and maintain sales reports .
- Liberator Medical Supplies Monitor calls and make sure the orders are Medicare compliant.
- Fill out an assessment form while monitoring calls, and submit to Supervisor.
- Make sure that agents were providing high quality customer service.
- Maintained continuous written contact with various credit processors in order to prevent fraud and identity theft.
- Maintained company policies by identifying triggers and initiating revisions to ensure compliance with corporate, client and regulatory requirements.
- Documented and tracked all changes to written communications to assure deadlines were met and records were retained in accordance with state and .

Education

GED