ROBERT SMITH

Compliance Representative

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

SUMMARY

Compliance Representative with 3+ years of experience in Processing returned mail and mail-outs accordingly, Creating Word and Excel documents from a guide and managing the upload of those documents to a shared drive, and also Reporting agent compliance issues to the Compliance Manager.

CORE COMPETENCIES

Public Speaking, Researching, Coordinating, Advising, Supervising, Organizational, Delegating, Motivating.

PROFESSIONAL EXPERIENCE

Compliance Representative
ABC Corporation - March 2014 – 2015

Key Deliverables:

- Assisted in keeping current with regulations and revisions that affect Pinnacle Entertainment, Inc.
- Understood and communicated regulatory policies and procedures to ensure a proper process to ensure legal compliance with Team Members up to Executives.
- Developed and documented procedures to streamline processes and ensure compliance with regulatory requirements.
- Provided support, education and training to staff and New Hires to build risk awareness within the organization.
- Coordinated and supported business areas with external audits or regulatory exams, including resolution of any findings.
- Originated and/or updates operating procedures, as appropriate, to provide for continuous compliance in the line of business.
- Analyzed and verified documents for new contracts by Provided customer support for new clients, by discussing contracts and analyzing.

Compliance Representative
Delta Corporation - 2013 – 2014

Key Deliverables:

- Gather and analyze data which include, but not limited to, tax.
- Responsible for gathering and submitting supporting documentation for claims to Medicare and private insurance companies.
- This included preparing various appeals for denials of claims.
- Prepared and researched files for Doctors, veterinarians,s, and Pharmacy clients.
- Provide customers with timely and periodic status updates of their loan consolidation Return all inquiry calls within two business days Customer.
- Maintained all records Training, Inspections, etc.

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- Evaluated rig moves safety meetings Evaluated and advised on rig move/work-over rig safety practices Audited field operations Performed investigations.

EDUCATION

GED

2259 Oak Street, Old Forge, New York, 13420

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