

Robert Smith

Regulatory Compliance Analyst

PERSONAL STATEMENT

Seeking a promising career emphasizing skills acquired through work and school in the realm of regulatory compliance, market research and analysis, industry communication and involving leadership, problem solving and business planning.

WORK EXPERIENCE

Regulatory Compliance Analyst

ABC Corporation - August 2015 - 2015

Responsibilities:

- Reviewed new governmental regulations and requirements and worked with the compliance team to ensure compliance.
- Researched and implemented Conflict Minerals/Dodd-Frank/Rule 1502.
- Educated both internal and external customers of the new rules and regulations.
- Created and conducted compliance training.
- Conducted enhanced due diligence information gathering and initial reviews for high-risk customers.
- Monitored the information gathering process in conjunction with customer due diligence procedures to ensure employees are gathering all required information.
- Examined Bank policies, procedures, and practices to ensure compliance with laws and regulations.

Regulatory Compliance Analyst

Delta Corporation - 2012 - 2015

Responsibilities:

- Flood verification specialist.
- Developed an automated auditing system that decreased time and monetary costs for compliance consulting by up to 80% for 50+ credit union and bank .
- Analyzed of data files (100,000+ entries) in Excel to produce 40- page assessments determining financial institutions compliance to federal banking .
- pages/day) to forecast performance of risk mitigation systems Translated 40,000+ words of training material from English to Spanish for HSBC.
- Underwrites the onboarding of new agents Researched all incoming merchants and performed due diligence in order to make proper decisions Reviewed .
- Was responsible for the management of the entire complaint process within the Imaging business unit Coordinated recalls which included initiation, .
- Prepare, maintain and respond to inquiries for 32 state Utilization Review licenses for Group Health line of business Maintain tracking log and .

CONTACT DETAILS

1737 Marshville Road,
Alabama
(123)-456-7899
info@qwikresume.com
www.qwikresume.com

SKILLS

Compliance, Retail, Team Leader.

LANGUAGES

English (Native)
French (Professional)
Spanish (Professional)

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference - 1 (Company Name)
Reference - 2 (Company Name)

Education

G.E.D