
Compliance Manager Resume

Job Objective

To obtain a secured position as Compliance Manager and so I can become a valued member of the team while moving forward with my training in this field.

Highlights of Qualifications:

- Experience in insurance and promotional compliance regulations
 - Operational knowledge of Federal and State compliance regulations
 - Deep knowledge of insurance licenses and computer programs
 - Ability to evaluate policies and materials
 - Ability to perform complex audits
 - Excellent communication skills in both oral and written forms
 - Ability to evaluate insurance materials
 - Familiarity in Lotus Notes and Microsoft Office
 - Proficient in Quality systems
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Professional Experience:

Compliance Manager
NaviSite, Inc., New Berlin, NY
October 2008 – Present

- Administered compliance policies and procedures and resolve issues.
- Developed efficient relationships with various parties for compliance.
- Designed and maintained efficient policies for compliance activities.
- Maintained knowledge on all compliance and privacy laws.
- Coordinated with Internal Auditor and evaluated compliance issues.
- Prepared training program for human resource departments.
- Monitored and resolved all compliance issues.
- Provided assistance to all senior management members.

Compliance Specialist
Elavon, Inc., New Berlin, NY
August 2003 – September 2008

- Performed internal auditing schedule and supervised process.
- Developed metrics to monitor performance of organization.
- Ensured compliance to all company procedures and ISO regulations.
- Maintained efficient centralized filing system for audit closure.
- Determined efficient training program for employees.
- Provided support to Quality System procedures.

Compliance Analyst
GE Corporate, New Berlin, NY
May 1998 – July 2003

- Designed and ensured compliance to compliance programs.
 - Supervised various activities and manage all investigations.
 - Developed compliance policies and procedures for research.
 - Analyzed collected data and prepared reports.
 - Monitored audit programs for sales and marketing teams.
 - Managed efficient communication with various vendors.
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Education:

Bachelor's Degree in Business Administration
Lincoln College, Lincoln, IL

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