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## Compliance Specialist Resume

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### Job Objective

To use my skills and abilities to obtain a position within an organization as a Compliance Specialist in my chosen field. Years of education and experience can help better the company as well.

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### Highlights of Qualifications:

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- Remarkable experience in state and federal laws and regulations
  - Huge knowledge of MS Office
  - Deep knowledge of computers
  - Amazing ability to organize electronic and paper filing systems
  - Outstanding ability to develop policies and manage in a team
  - Superior communication skills
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### Professional Experience:

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Compliance Specialist  
RJP Associates, Kansas City, MO  
May 2006 – Present

- Imparted technical administrative and telephone support:
- Established relationship with clients, carriers and co-workers.
- Maintained documentation and formulated welfare plan Form 5500 reports.
- Coordinated with the Supervisor.
- Assisted Account Services and Creative Services departments.

Compliance Specialist  
SCAN, Kansas City, MO  
March 2003 – April 2006

- Managed compliance with internal control procedures.
  - Handled compliance with state and federal agencies.
  - Imparted guidance and information.
  - Formulated reports and aided training needs.
  - Maintained database and imparted support to Senior Compliance Specialists.
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### Education:

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High School Diploma  
Northwestern Regional High School, Winsted, CT

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