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## Corporate Compliance Officer Resume

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### Job Objective

Seeking organization with the potential to expand and grow in which my Corporate Compliance Officer skills can be utilized to their fullest.

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### Highlights of Qualifications:

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- Extensive knowledge of Investment Adviser's Act of 1940
  - Solid experience in Fixed Income environment
  - Proficient with effective compliance programs
  - Proven managerial skills
  - Strong interpersonal and communication skills
  - High level of ability to multi-task in a dynamic environment
  - Strong ability to organize compliance training programs
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### Professional Experience:

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Corporate Compliance Officer  
Nycomed US, Enterprise, AL  
August 2005 – Present

- Established a compliance committee to look after company's compliance procedures
- Enforced compliance standards through effective strategies.
- Detected offenses and recommended corrective plans.
- Supervised entire aspect pertaining to investment advisory compliance program
- Supervised compliance training programs.
- Ensured regulatory reporting as required.
- Participated in the staff development programs.

Corporate Compliance Officer  
Ivans, Enterprise, AL  
May 2000 – July 2005

- Developed and reviewed BI Code of Conduct
  - Implemented Code of Conduct throughout BI efficiently.
  - Provided advisory support to internal compliance department members and business units.
  - Acted as resource person for entire aspect of compliance procedures and guidelines.
  - Developed and executed compliance-related policies.
  - Maintained corporate Compliance reporting systems.
  - Resolved all issues pertaining to corporate compliance standards and procedures.
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### Education:

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Bachelor's Degree in Business  
Stephens College, Columbia, MO

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