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## Ethics And Compliance Officer Resume

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### Job Objective

A successful Ethics And Compliance Officer seeking a position with organization needing someone with the experience, drive and ability to aid in helping the organization achieve their goals.

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### Summary of Qualifications:

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- Outstanding experience as an Ethics and Compliance Officer
  - Skilled in reviewing, interpreting and analyzing policies and procedures
  - In-depth knowledge of document tracking, logging and report generation in databases
  - Ability to make critical decisions while following company procedures
  - Excellent verbal and written communication skills
  - Strong computer skills and familiar with Microsoft Office applications
  - Ability to differentiate about right and wrong while managing interests of all parties
  - Ability to handle a diverse work load and multi-task
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### Work Experience:

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Ethics And Compliance Officer, August 2005 – Present  
Florida-South Florida-JFK Medical Center, Wichita, KS

- Ensured implementation of ethics and compliance policies and procedures.
- Developed and executed Compliance Training companywide in areas such as EEO and affirmative action, former government employee, export control, FCPA, TINA, kickback & gratuities etc.
- Set up and monitored Hotline for reported violations of law and company policy.
- Conducted investigations to determine if violations have actually occurred.
- Made recommendations on basis of results from investigations.
- Ensured corrective actions are taken as necessary as a result of misconduct reports and investigations.

Ethics And Compliance Officer, May 2000 – July 2005  
MaineGeneral Health, Wichita, KS

- Identified the corporate values of the company.
  - Incorporated those into a code of ethics.
  - Made recommendations for improving the ethics and compliance program.
  - Trained employees in ethical goals.
  - Investigated reports of unethical activity.
  - Developed ethical breaches reporting system on the state of corporate ethical affairs for top executives.
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### Education:

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Bachelor's Degree in Business Administration, Northwestern Oklahoma State University, Alva, OK  
Master's Degree in Business Administration, Seton Hall University, South Orange, NJ

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