

---

## Ethics Officer Resume

---

### Job Objective

Seeking an Ethics Officer position within a highly established organization in which my skills can be enhanced to benefit the organization.

---

### Highlights of Qualifications:

---

- Remarkable experience in managing and working in an Ethics function
  - Good experience with International Financial Institutions
  - In-depth knowledge in ethics, compliance, legal, governmental affairs, and finance
  - Sound knowledge of government contracting and working with FAR (Federal Acquisition Regulation)
  - Skilled in reviewing, interpreting and analyzing policies and procedures
  - Solid understanding of the challenges of working in a multi-cultural environment
  - Excellent oral presentation and written skills
  - Ability to recognize situations, and develop alternative solutions
- 

### Professional Experience:

---

Ethics Officer, August 2005 – Present  
HealthONE, Worcester, MA

- Developed programs and strategies and handled ethics-related matters.
- Interviewed and recommended candidate for junior Ethics Officers.
- Conducted training and education program for departmental and agency ethics officers.
- Maintained directory, reports and disclosure files.
- Encouraged conformity of ethics laws.
- Reviewed the Code and other applicable laws and regulations periodically.

Ethics Officer, May 2000 – July 2005  
HCA, Worcester, MA

- Advised and guided staff on professional ethics standards and issues, and on specific policy and practice issues.
  - Developed and provided comprehensive ethics training in collaboration with HRM.
  - Drafted reports on the activities of the Ethics Program for the Director-General, the Executive Board and the General Conference.
  - Monitored the progress of policies and ensured sufficient protection against retaliation is provided for individuals who reported misconduct.
  - Participated in internal and external ethics meetings.
  - Served as liaison with external parties, including representatives of other international, inter and non-governmental organizations.
- 

### Education:

---

Bachelor's Degree in Law, Radford University, Radford, VA

[Build your Resume Now](#)