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## Legal Compliance Officer Resume

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### Job Objective

Qualified Legal Compliance Officer seeking to fill position with established top-rate organization looking for applicants with extensive training and experience.

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### Highlights of Qualifications:

- Huge working experience as attorney in a law firm
  - Sound knowledge of state laws and corporate compliance issues
  - Solid knowledge of legal research procedures
  - Outstanding ability to work in a multicultural and international environment
  - Exceptional ability to manage multiple projects and multi-faceted workload
  - Solid organizational and computer skills
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### Professional Experience:

Legal Compliance Officer  
SRA Int'l Inc., Viborg, SD  
August 2005 – Present

- Managed company's legal compliance procedures and practices.
- Established and executed legal and regulatory standards.
- Reviewed and updated existing compliance policy and practices.
- Executed company compliance programs efficiently.
- Managed compliance issues relevant to Wealth and Fund Management business
- Established system to deal with external and internal compliant related matters

Legal Compliance Officer  
Astor Group, Viborg, SD  
May 2000 – July 2005

- Managed compliance division in time bound and deadline driven setting.
  - Planned and executed programs and policies relevant to compliance issues.
  - Provided training and guidance to departmental staff in area of compliance.
  - Managed and reviewed the data bases of compliance and regulatory practices.
  - Established company's compliance standards in line with existing laws and practices.
  - Monitored and supported compliance practices of international and domestic field offices
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### Education:

Bachelor's Degree in Law  
Azusa Pacific University, Azusa, CA

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