
Policy Writer Resume

Job Objective

Looking for an opportunity to secure a Policy Writer position with reputable firm in which to enhance my career and help company meet goals.

Highlights of Qualifications:

- Highly experienced in drafting, review and revision of policies, procedures and related documentation
 - Profound knowledge of technical writing, financial systems, documentation process
 - Outstanding knowledge of all applicable government regulations and compliance issues
 - Familiarity with process development, deployment, and risk management
 - Ability to collaborate with assigned teams and complete work on time
 - Ability to analyze, simplify, and summarize complex information, accurately
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Professional Experience:

Policy Writer
JourneyCare, Jacksonville, FL
August 2012 – Present

Responsibilities:

- Drafted, edited, and reviewed many policies and procedures for various entities.
- Implemented and revised business policies, in an effective manner.
- Managed and processed policy documents and related legal documentation.
- Answered customer queries and followed up on clients, in a professional manner.
- Attended and participated in meetings with project team and stakeholders.
- Liaised with paralegals, legal secretaries, and attorneys and handled legal issues.

Policy Writer
Praesum Healthcare Services, Jacksonville, FL
May 2009 – July 2012

Responsibilities:

- Discussed and liaised with SMEs and staff to draft policy and procedure, in a timely manner.
 - Developed, edited, and validated policies, policy manual and procedures, as required.
 - Prepared and presented written material in compliance with standardized format and style guidelines.
 - Produced and maintained accurate work related records and files.
 - Explained and implemented new and revised policies and guidelines, efficiently.
 - Determined and recommended changes in policy review process and documentation format.
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Education:

Master's Degree in Technical Writing
Le Moyne College, Syracuse, NY

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