

REGULATORY ANALYST RESUME

Job Objective:

To secure a position as Regulatory Analyst with a well established organization.

Highlights of Qualifications:

- Ability to handle pressure and prioritize multiple competing projects
- Excellent analytical and critical thinking skills
- Knowledge and experience in regulatory requirements
- Familiarity with regulatory and environmental compliance

Professional Experience:

Regulatory Analyst
Life Technologies, San Diego, CA
August 2005 – Present

- Prepared for Regulatory meetings and managed State guidance letters and memos.
- Resolved State complaints, prepared and coordinated external audits.
- Assisted effectively with preparation, coordination and submission of monthly, quarterly, annual and adhoc reports.
- Recorded and maintained State approved policies and procedures.
- Reviewed, revised and tracked P&P's for compliance.

Regulatory Analyst
Healthfirst, San Diego, CA
May 2000 – July 2005

- Conducted and performed routine reviews and investigations.
- Compiled and organized information from a variety of sources.
- Performed and conducted preventive compliance functions.
- Presented investigative findings to management and other constituents in an organized, concise and timely fashion.
- Analyzed and determined plan impact of contract changes.
- Coordinated departmental meetings to review changes.
- Assisted actively with Plan implementation of new contract changes.

Education:

Bachelor Degree in Paralegal Studies
University of Arizona, Tucson, AZ

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