
Regulatory Officer Resume

Job Objective

Highly motivated Regulatory Officer seeking an opportunity to aid the advancement of the organization and make positive contributions to the business.

Highlights of Qualifications:

- Strong accomplished experience in regional planning, land use planning, environmental planning and regulatory work
 - Sound knowledge of general legal and office procedures
 - Huge knowledge of laws regarding open meetings and public records
 - Excellent project management and organizational skills
 - Superior oral and written communication skills
 - Remarkable ability to follow general instructions, and to participate as a member of a team
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Professional Experience:

Regulatory Officer
Barnstable County, Smiley, TX
August 2005 – Present

- Advised regarding legal matters.
- Developed and maintained regulatory calendar for the regulatory program.
- Assisted the public and Commission staff with requirements of the regulatory process.
- Trained Commission staff in regulatory planning procedures.

Regulatory Officer
Neon Laboratories Ltd., Smiley, TX
May 2000 – July 2005

- Prepared, Checked & Compiled dossier for various countries.
 - Prepared reports, letters on the status of reviews and the regulatory process.
 - Attended public meetings and hearings on reviews of developments.
 - Presented depositions and testifies in court on projects in litigation.
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Education:

Bachelor's Degree in Law
Northwood University, West Palm Beach, FL

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