

First Last

Corporate Compliance Manager

Bay Area, California • +1-234-456-789 • professionalemail@resumeworded.com • [linkedin.com/in/username](https://www.linkedin.com/in/username)

Corporate Compliance Manager with 12 years of experience in planning, directing, or coordinating an organization's actions to guarantee ethical or regulatory compliance. Devised long-term goals and strategies along with 3 company executives for ensuring that no unlawful acts take place in the workplace.

WORK EXPERIENCE

Corporate Compliance Manager

2015 – Present

Resume Worded, New York, NY

- Strengthened compliance with company policies by conducting investigations, writing SOPs, and managing over 20 offices for auditing expenses
- Assisted 5 product and manufacturing adjustment staff; required the creation of regulatory plans, and creation and submission of regulatory change notices
- Supervised all contract reviews, fiscal reporting, and agreement renewals with government agencies, private foundations, and companies to guarantee 100% accuracy and compliance with financing criteria

Compliance Manager

2013 – 2015

Growthsj, San Francisco, CA

- Enhanced client service experience by restructuring compliance work for clients and reducing processing time by up to 33%
- Devised long-term goals and strategies along with 3 company executives for ensuring that no unlawful acts take place in the workplace
- Saved training time by building an internal compliance website and automated compliance training course for over 50,000 tax professionals

Compliance Analyst

2010 – 2013

Resume Worded's Exciting Company, New York, NY

- Developed over 5 templates for mandatory security assessments and audits; risk evaluations and security strategies were included in the permission paperwork
- Created and managed regulatory information systems, as well as labeling making sure that both electronic and paper-based systems are identical; reduced hundreds of hours of duplicate efforts
- Selected and implemented technology-based solutions to streamline the processing of compliance standards, regulations, control activities, and audit procedures which saved, on average, 40+ hours per month

EDUCATION

Resume Worded University, New York, NY

Bachelor of Science in Business Administration – Corporate Science

SKILLS & OTHER

Techniques: Regulatory Compliance (Expert), Risk Management (Expert), Financial Services (Advanced), Compliance Regulations (Advanced), Internal Audit (Advanced)

Tools and Frameworks: Anti Money Laundering, KYC, Bank Secrecy Act, CDD, Corporate Governance