

ROBERT SMITH

Associate Compliance Supervisor

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

SUMMARY

To obtain a Compliance Supervisor position in Administration was to utilize abilities in a fast-paced office setting.

CORE COMPETENCIES

Microsoft Office, Presentation , Regulatory Compliance.

PROFESSIONAL EXPERIENCE

Associate Compliance Supervisor

ABC Corporation - October 2009 – December 2014

Key Deliverables:

- Conducts investigations based on HUD Income Reports to determine if there is unreported income and/or assets.
- Includes working with third party agencies to verify the under-reported income, calculate amount of loss for the unreported income, set up repayment agreements between Owner/Agent and Tenant to repay subsidy overpayments (tax dollars).
- Prepares for all MORs and manages all correspondence regarding any audit findings and concerns.
- Trains new managers and Occupancy Specialists on Section 8/Tax Credit rules and regulations including the annual recertification process, interim recertifications, calculation of rent, move-in certifications and file structure.
- Audits file to ensure that proper documentation is collected and that calculations are accurate for income and assets.
- Approves tenant Annual Recertifications, Interim Recertifications, Initial Recertifications, Move-In Certifications and any correction to previous certifications.
- Reviews and submits monthly vouchers for billing.

Compliance Supervisor

Delta Corporation - 2008 – 2009

Key Deliverables:

- Supervise Compliance Staff.
- Manage Compliance workload.
- Maintain the integrity of the client documentation and approval per Compliance regulations.
- o Attend meetings regarding new forms for the bank - review and approve updates or changes to existing forms o Create forms based on ease of.
- Supervised a team of Compliance Secretaries, Organized daily reports of sales using Excel and Word, Registration Process, Advised customer of.

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EDUCATION

Master in Public Administration - 2005(California State University - Northridge, CA)

