

# Robert Smith

## Compliance Supervisor II

### PERSONAL STATEMENT

To obtain a full-time Compliance Supervisor position as a Case Manager dedicated to Home Care coordination/Personnel Specialist. Focus is on problem-solving and improving the lives of individuals. Consistently prove to be a very diligent, hard-working and enthusiastic employee.

### WORK EXPERIENCE

#### **Compliance Supervisor II**

**ABC Corporation - January 2002 - October 2011**

##### *Responsibilities:*

- Oversaw all field compliance in accordance with City Human Resource Administration requirements.
- Approved the start date of all new applicants upon the submission of all required documents.
- Trained/Supervised Personnel Specialist.
- Assigned task to Personnel Specialist as required.
- Monitored housekeepers folder to ensure in-service, medical and evaluation forms are dated and filed prior to their respective expiration date.
- Monitored clients folders to ensure contacts (Quality Control).
- Supervised Visit (27T), Advance Directive are completed and filed prior to their respective expiration date.

#### **Compliance Supervisor**

**Delta Corporation - 2001 - 2002**

##### *Responsibilities:*

- Coordinate on-boarding procedures for all new hires to include running all inquiries to verify qualification for employment, drug testing and proper.
- Cross-trained with the Orientation Facilitator, able to handle new hire orientation training as needed.
- to 2001 Supervised and scheduled Quality Specialists for manufacturing and packaging operations, conducted Product Quality Investigation, internal.
- Participated in all government, corporate and international inspections conducted at the Miami facility.
- Audited and revised policies, procedures, and forms to comply with federal regulations Reviewed and reconciled financial reports for all billed.
- Hauppauge, NY Festo is a leading global manufacturer of pneumatic and electromechanical systems, components, and controls for process control and.
- Conducted internal/external audits on various compliance procedures for process improvement Corresponded to day to day compliance questions.

### **CONTACT DETAILS**

1737 Marshville Road,  
Alabama  
(123)-456-7899  
info@qwikresume.com  
[www.qwikresume.com](http://www.qwikresume.com)

### **SKILLS**

Customer Service,  
Medicaid Compliance.

### **LANGUAGES**

English (Native)  
French (Professional)  
Spanish (Professional)

### **INTERESTS**

Climbing  
Snowboarding  
Cooking  
Reading

### **REFERENCES**

Reference - 1 (Company Name)  
Reference - 2 (Company Name)

## Education

Associates in Computer/Information Technology Administration and Management - (SCS Business and Technical Institute - Jamaica, NY)