

Business Associate

ROBERT SMITH

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Objective

Cultivates a company culture in which staff members feel comfortable voicing questions and concerns, as well as contributing new ideas that drive company growth. Strong communicator and negotiator with expert conflict resolution skills with an extensive background in recruitment and retention.

Skills

CPR and First aid certified.

Work Experience

Business Associate

ABC Corporation - October 2002 – July 2004

- Investigated personal/Corporate bank account activity and funds transfer flagged for evidence of money laundering, terrorist financing, drug trafficking, and other suspicious activity.
- Generated initial disposition on bank accounts flagged for potentially suspicious activity.
- Results of analysis forwarded to investigative personnel for additional review.
- Either a suspicious Activity Report was filed or the account activity was deemed satisfactory according to banking guidelines.
- Researched account holders background using internal bank system databases and other external sources such as OFAC and various web-sites.
- Performed quality control function on files generated for reviewed account holders Receipt and delivering of securities, creation, confirmation, and acceptance of money wires.
- Trained new employees in such responsibilities Process Tri-party loans in excess of \$86 billion daily Coordinated all funds and securities movements through FRB NYC Processed daily investments on trade maturity date by disbursing or receiving funds via FRB wire.

Business Associate

ABC Corporation - 2001 – 2002

- Business Associate for Neurology August 2008 - January 2010 Worked as a billing associate while registering patients and special outpatient procedures transcriptionist.
- Worked with insurances, billing, and approving future imaging and procedures for patients through insurance companies.
- Registered patients for appointments and scheduled patients for future diagnostic procedures and referrals to other specialists.
- Worked in a very hectic environment with multi-line phones while providing excellent care for high needs patients.
- Worked closely with the neurologists for transcribing outpatient procedures i.e.
- EMG and EEG.
- Upon leaving, trained new associate for personal job requirements and wrote up a training manual for future associates..

Education