

ROBERT SMITH

Jr. Compliance Supervisor

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

SUMMARY

Extensive experience in operations management in the transportation industry and managing a union workforce. Passionate about quality and customer satisfaction. Record of improving efficiency, productivity, and profitability through process improvement. Outstanding interpersonal and motivational skills. Analytical, articulate, organized, and diligent.

CORE COMPETENCIES

Consumer Compliance, Legal Research.

PROFESSIONAL EXPERIENCE

Jr. Compliance Supervisor

RUSHMORE LOAN MANAGEMENT SERVICES - March 2014 – 2020

Key Deliverables:

- Reported directly to the VP of Compliance, responsibilities include the following Partner collaboratively with business units to increase compliance with Federal regulations including, but not limited to TILA, RESPA, ECOA, HMDA, and SAFE Act.
- Conducted target reviews for areas of deficiency in audit findings.
- Maintained knowledge of FHA, VA, FNMA, and GNMA guidelines.
- Reviewed marketing materials for compliance with Fair Lending regulations.
- Ensured compliance with state laws including disclosure requirements and timing.
- Worked with business units on policy and process changes to stay consistent with Federal and State regulations.
- Drafted advisory memoranda and training materials on compliance updates and regulatory changes.

Compliance Supervisor

Delta Corporation - 2011 – 2014

Key Deliverables:

- Directed all aspects of the compliance revenue cycle support team to meet production, quality, and scheduled objectives; was recognized by management.
- Performed Human Resource Compliance in the following areas Family Medical Leave Fair Labor Standards Affirmative Action Equal Employment .
- Assisted with Continuing Professional Education compliance for all employees.
- Assisted employees with compliance with professional licenses and designations.
- Ensured compliance with all firm licenses.
- Responsible for all aspects of environmental compliance, including permitting, monitoring, reporting, training, and regulatory agency interactions.
- Works in concert with regulatory agencies to negotiate permit conditions, interpret new requirements, and ensure the company's position is .

ROBERT SMITH

Jr. Compliance Supervisor

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

EDUCATION

- LLM in Tax & Finance-Compliance - (Thomas Jefferson School of Law)