

Robert Smith

Compliance Supervisor

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SUMMARY

Seeking a challenging Compliance Supervisor position that will utilize administrative, organizational and customer service skills.

SKILLS

Proven communication, computer literate.

WORK EXPERIENCE

Compliance Supervisor

ABC Corporation - March 2010 - June 2014

- Processed allocation orders for sales representatives.
- Monitored 12 full-time employees and maintained confidential records on each.
- Complied data using Microsoft Excel and Access for state-widened guides.
- Monitored email system for compliance and accuracy.
- Wrote and edited verbiage for media kits and complaint letters.
- Trained new employees as well as monitor current employees progress.
- Maintained files on the server.

Compliance Supervisor

Delta Corporation - 2005 - 2010

- Develop, manage, and direct all activities of the Facility Review and Compliance Section
- Organizes and directs power siting matters related to the evaluation of the design, construction, operation of major utility facilities
- Manage staff assignments for the review of power siting applications
- Assist Division Chief and Department Director with workforce planning
- Presents expert-written and/or oral testimony as an expert witness
- This is Dummy Description data, Replace with job description relevant to your current role.
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EDUCATION

- January 2006(Central Texas College - Killeen, TX)