

Robert Smith

Associate Chief Compliance Officer

PERSONAL STATEMENT

Organization is imperative when executing work in a timely and efficient manner. Organizational skills include but are not limited to staying on task with a project, keeping a written record of all procedures.

WORK EXPERIENCE

Associate Chief Compliance Officer

ABC Corporation - August 2015 - December 2015

Responsibilities:

- Handled and processed confidential client information. Directly supported the CEO in managing an operation workflow.
- Developed more efficient filing systems and customer database protocols.
- Increased meeting efficiency by developing meeting agendas.
- Improved communication efficiency as primary liaison between departments, clients and vendors.
- Standardized department filing system to increase efficiency.
- Provided support for the CEO and sales team in managing operation workflow.
- Scheduled and confirmed appointments for the entire management team.

Chief Compliance Officer

ABC Corporation - 2011 - 2015

Responsibilities:

- Hired by Board of Directors to design and develop an online comprehensive software suite with tools for managing HIPAA privacy and security compliance, including administration, compliance, training, reference and electronic document exchange.
- The program would simplify and automate HIPAA compliance tasks by providing easy-to-navigate reference tools, convenient compliance checklists, template forms, online training programs, reporting functions and secure email to guide healthcare organizations through the compliance process.
- Company acquired in January 2008.
- Performed role as Chief Compliance Officer which included, design and development of a commercial Web-based HIPAA (privacy & security) compliance program for healthcare organization and their business associates.
- Directed the support of healthcare customer base with HIPAA privacy and security regulatory consulting and implementation.
- Designed all program content including, full administrative functionality for compliance officer, staff and business associate tracking, privacy & security gap assessments, standardized sets of privacy & security policies, procedures and forms, automated.
- This is Dummy Description data, Replace with job description relevant

CONTACT DETAILS

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www.qwikresume.com

SKILLS

Technical Skills, Good
Work Efficiency.

LANGUAGES

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

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

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

to your current role.

Education

BACHELORS in CELLULAR BIOLOGY AND PHYSIOLOGY - (Arizona State University at the West Campus - Glendale, AZ)