1. Played key role in development and launch of [Program], providing research and development of training requirements and securing approval for implementation.
2. Performed comprehensive analysis of registrations for securities and insurance programs.
3. Counseled committees and department heads regarding compliance risks and standards.
4. Enhanced regulatory, strategic and operational performance to keep in alignment with deadlines.
5. Monitored compliance with processes, policies, procedures and standards in regards to collection and management of annual contributions from shareholder companies.
6. Improved company policies and standards to outline ethical, safe and efficient procedures.
7. Enhanced accountability and responsibility for compliance by efficiently allocating tasks such as assessments, mitigation, monitoring and auditing.
8. Gathered, organized and evaluated data to make accurate assessments of current operations.
9. Researched learning topics and worked with [Job Title]s in drafting scripts and documentation, producing video, tracking attendance and implementing audits.
10. Prepared training programs to improve compliance at all levels.
11. Prioritized contributors in terms of amounts and services and kept meticulous reports of such data for [Type] department.
12. Developed and implemented internal control tests to verify employee compliance with firm's policies and procedures.
13. Maintained updated information in organizational database, covering amounts, collections and status used by [Job Title]s.
14. Implemented improvement initiatives and developed compliance testing program to monitor and identify gaps in new and existing practices.
15. Forged productive relationships with shareholder companies and managed contribution accounts.
16. Managed quality programs to reduce overdue compliance activities.
17. Assisted bank clients regarding compliance needs, including [Type] and [Type] activities.
18. Reviewed company forms, marketing materials and communication procedures for compliance with applicable laws and guidelines.
19. Improved collection process via solicitation and analysis of feedback as well as detailed reporting.
20. Wrote and presented reports outlining findings and recommendations from compliance audits.
21. Built [Number]-person compliance team to address compliance program quality and provide operational support to management.
22. Identified potential areas of compliance vulnerability and risk to develop and implement corrective action plans.
23. Promoted top data accuracy by partnering with businesses, internal [Type] specialists and vendors.
24. Collaborated with sales and marketing departments and other business units to address indications of improper sales practices and market conduct violations.
25. Established and cultivated productive relationships with regulatory bodies.
26. Reviewed contracts for compliance and privacy-related issues.
27. Monitored data export from internal and external systems, identifying and reporting potential risks.
28. Scheduled and conducted evaluations of company policies, procedures and internal control structures.
29. Oversaw and monitored violation tracking system for accuracy, which reduced [Type] issues by more than [Number]%.
30. Liaised with risk management, internal audit and employee services departments to direct compliance issues to appropriate channels for investigation and resolution.