

Amina Patel

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SUMMARY

Detail-oriented Compliance Analyst with over 5 years of experience in regulatory compliance and risk management. Proven track record of developing compliance programs that reduced regulatory violations by 30% and improved audit readiness.

EXPERIENCE

Compliance Analyst

Jan 2022 - Present

Tech Solutions Inc., San Francisco, CA

- Implemented a new compliance tracking system that reduced reporting errors by 40%, saving the company \$50,000 annually.
- Conducted internal audits and compliance assessments, resulting in a 25% decrease in regulatory fines year-over-year.
- Collaborated with cross-functional teams to ensure compliance with GDPR and CCPA, leading to successful completion of external audits.

Compliance Associate

Jun 2018 - Dec 2021

Finance Co., Los Angeles, CA

- Supported the development and implementation of compliance training programs for over 150 employees, enhancing compliance knowledge by 35%.
- Assisted in developing a risk assessment framework that identified and mitigated key compliance risks, reducing incident reports by 20%.
- Monitored regulatory changes and updated company policies accordingly, ensuring 100% compliance during audits.

Compliance Intern

Jan 2017 - May 2018

Global Corp., New York, NY

- Reviewed and analyzed compliance documents, improving document accuracy by 15%.
- Participated in compliance audits and prepared reports that informed senior management of potential compliance issues.

EDUCATION

Bachelor of Science in Business Administration

May 2018

University of California, Berkeley, Berkeley, CA • GPA: 3.7

SKILLS

Technical Skills: Risk Assessment, Regulatory Compliance, Data Analysis, Policy Development

Tools & Frameworks: Microsoft Excel, Tableau, Compliance Management Software