

Aisha Patel

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SUMMARY

Detail-oriented and proactive recent graduate with a strong foundation in compliance regulations and risk management. Eager to leverage analytical skills and regulatory knowledge to contribute to organizational integrity and efficiency as an Entry Level Compliance Officer.

EXPERIENCE

Compliance Intern

Jan 2022 - Present

Global FinTech Solutions, San Francisco, CA

- Assisted in the development and implementation of compliance training programs, resulting in a 30% increase in employee understanding of regulatory requirements.
- Conducted thorough audits of company practices, identifying and mitigating risks that could have led to \$50,000 in potential fines.
- Collaborated with cross-functional teams to ensure compliance with local and federal regulations, leading to a 15% reduction in compliance-related issues.

Regulatory Research Assistant

Jun 2020 - Dec 2021

Law Office of Richard Lee, San Francisco, CA

- Researched and summarized relevant regulatory changes, enhancing the firm's compliance strategies and enabling proactive adjustments.
- Supported the compliance team in preparing documents for regulatory submissions, ensuring 100% accuracy and timely delivery.
- Participated in client meetings to discuss compliance issues, contributing to a 20% improvement in client satisfaction scores.

Administrative Assistant

Aug 2018 - May 2020

ABC Corporation, San Francisco, CA

- Managed documentation and filing for compliance-related activities, improving retrieval times by 40%.
- Assisted in the organization of compliance audits, ensuring that all records were up-to-date and accessible.
- Trained new staff on compliance procedures, enhancing team efficiency and adherence to protocols.

EDUCATION

Bachelor of Science in Business Administration

May 2018

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

SKILLS

Technical Skills: Regulatory Compliance, Risk Assessment, Data Analysis, Report Writing

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