

# Amina Patel

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## SUMMARY

Detail-oriented Compliance Manager with over 5 years of experience in regulatory compliance, risk management, and policy development. Proven track record of enhancing compliance programs and reducing operational risks by implementing efficient compliance frameworks.

## EXPERIENCE

### Compliance Manager

Jan 2022 - Present

*Global Financial Solutions, Chicago, IL*

- Led the implementation of a new compliance management system that reduced regulatory breaches by 30% within the first year.
- Developed and executed training programs for over 200 employees, improving compliance awareness and adherence metrics by 40%.
- Conducted comprehensive audits that identified \$500,000 in cost savings through streamlined processes.

### Compliance Analyst

Jun 2018 - Dec 2021

*Secure Bank Corp, Chicago, IL*

- Assisted in the development of company-wide compliance policies that led to a 25% reduction in audit findings.
- Analyzed regulatory changes and communicated impacts to stakeholders, enhancing the compliance response time by 60%.
- Supported compliance risk assessments and remediation plans for high-risk projects, ensuring timely completion and adherence to industry standards.

### Compliance Coordinator

May 2016 - May 2018

*ABC Insurance Group, Chicago, IL*

- Monitored compliance with state and federal regulations, achieving a 98% compliance rate during external audits.
- Facilitated communication between departments to ensure compliance with internal controls, reducing policy violations by 20%.
- Developed compliance documentation and reports to support regulatory submissions, enhancing the transparency of operations.

## EDUCATION

### Bachelor of Science in Business Administration

May 2018

*University of Illinois, Champaign, IL • GPA: 3.7*

## SKILLS

**Technical Skills:** Regulatory Compliance, Risk Management, Policy Development, Data Analysis

**Tools & Frameworks:** GRC Tools, Audit Management Software, Microsoft Excel, Tableau