

Maxine Curry

Compliance Manager

AREAS OF EXPERTISE

Corporate compliance
Enforcing regulations
Risk management
Internal audits
Best practise
Internal standards

PROFESSIONAL

French speaker
First Aider

PERSONAL SKILLS

Passionate
Forward thinking
Focused
Hard working

CONTACT

Maxine Curry
Dayjob Ltd
The Big Peg
Birmingham
B18 6NF
T: 0121 638 0026
M: 0121 638 0026
E: info@dayjob.com

Driving license: Yes
Nationality: British

PERSONAL SUMMARY

A capable and knowledgeable Compliance Manager who is well-versed in legal guidelines and corporate governance best practices. Maxine is more than able to promote, develop and establish a positive safety culture within a company so that it can meet its legal requirements in terms of Health, Safety and Compliance. She has a track record of helping a company to manage risk, maintain a positive reputation, and avoid lawsuits. On a personal level she is someone who has a calm approach to matters and who will always scrutinize all the facts without making a snap judgment. Right now she would like to join a company that promotes equality of opportunity, values diversity and is committed eliminating discrimination.

WORK EXPERIENCE

Company name – Location

COMPLIANCE MANAGER Jun 2013 – Present

Responsible for ensuring that the company understands and complies with all laws or regulations that applies to its type of business.

Duties:

- Ensuring that the company adheres to legal standards and in-house policies.
- Resolving difficult legal compliance issues.
- Identifying potential areas of compliance vulnerability and risk.
- Identifying areas of the business where there is a risk of non-compliance and then developing policies to reduce that risk.
- Making sure that compliance procedures, systems and controls are up-to-date and effective.
- Persuading others to adhere to specific standards.
- Investigating and responding to cases of non-compliance.
- Seeking out any weaknesses in company's dealings.
- Representing the company at internal and external meetings.

Company name - Location JOB TITLE Dates (i.e. Aug 2011 – Jun 2013)

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KEY SKILLS AND COMPETENCIES

- Ability to challenge constructively and enforce appropriate boundaries.
- Always seeing issues through to a complete resolution.
- Maintaining an up to date knowledge of relevant health and safety legislation.
- Experience of implementing policies and procedures in a complex organisation.
- Aptitude for strategic thinking and operational implementation.

ACADEMIC QUALIFICATIONS

Nuneaton University *2008 - 2011*
BSc (Hons) Sales Management

Coventry Central College *2005 - 2008*
A levels:
Maths (A) English (B) Technology (B) Science (C)

REFERENCES – Available on request.



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