

# Maxine Curry

## Compliance Officer

### 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*  
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*Driving license: Yes*  
*Nationality: British*

### PERSONAL SUMMARY

A capable and knowledgeable Compliance Officer 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 OFFICER      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 develop 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 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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