



MICHAEL ANDERSON

Compliance Coordinator

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SUMMARY

Dedicated Dental Compliance Specialist with over 8 years of experience in ensuring regulatory compliance within dental practice environments. Possessing a robust understanding of federal and state regulations governing dental practices, I have successfully developed and implemented compliance programs that enhance patient safety and operational efficiency. My career has been marked by a commitment to continuous improvement, where I have effectively collaborated with multidisciplinary teams to create a culture of compliance.

WORK EXPERIENCE

Compliance Coordinator **Bright Smiles Dental Group**

Jan 2023 - Present

- Conducted regular compliance audits to identify areas for improvement.
- Developed and implemented training programs for staff on compliance issues.
- Worked closely with the legal team to ensure adherence to state regulations.
- Created a risk management strategy that reduced incidents by 30%.
- Monitored changes in legislation and updated policies accordingly.
- Collaborated with management to improve overall operational efficiency.

Regulatory Affairs Specialist **Dental Innovations Inc.**

Jan 2020 - Dec 2022

- Reviewed and updated compliance documentation for dental products.
 - Engaged in cross-functional teams to ensure product safety and compliance.
 - Led workshops to educate staff on regulatory standards.
 - Assisted in the preparation of submissions for regulatory approval.
 - Maintained detailed records of compliance activities and audits.
 - Provided expert guidance on FDA regulations affecting dental devices.
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EDUCATION

Bachelor of Science in Dental Hygiene, **University of Health Sciences, 2012**

Sep 2019 - Oct 2020

ADDITIONAL INFORMATION

- **Technical Skills:** Regulatory Compliance, Risk Management, Staff Training, Auditing, Policy Development, Legislative Research
- **Awards/Activities:** Implemented a compliance program that achieved a 100% pass rate in external audits.
- **Awards/Activities:** Recognized by management for outstanding contributions to patient safety.
- **Awards/Activities:** Developed a tracking system for compliance issues, reducing resolution time by 40%.
- **Languages:** English, Spanish, French