



MICHAEL ANDERSON

EVENT COMPLIANCE COORDINATOR

PROFILE

Highly skilled Event Compliance Officer with extensive experience in ensuring adherence to industry standards and legal requirements in event management. Expertise encompasses risk assessment, compliance audits, and the development of actionable compliance frameworks tailored to organizational needs. Possesses a strong analytical mindset, enabling the identification of compliance vulnerabilities and the formulation of effective strategies to mitigate identified risks.

EXPERIENCE

EVENT COMPLIANCE COORDINATOR

Premier Event Services

2016 - Present

- Coordinated compliance reviews for all corporate events, ensuring adherence to regulatory requirements.
- Developed compliance documentation and maintained records for audit purposes.
- Trained event staff on compliance procedures and best practices.
- Conducted risk assessments prior to events to identify potential compliance issues.
- Collaborated with legal advisors to review contracts for compliance-related clauses.
- Reported compliance findings to management and proposed corrective actions.

COMPLIANCE OFFICER

Innovative Events Group

2014 - 2016

- Managed compliance audits for large-scale events, ensuring compliance with all legal and safety regulations.
- Designed and implemented compliance training modules for new hires.
- Maintained up-to-date knowledge of regulatory changes affecting the events industry.
- Prepared compliance reports for senior management and external stakeholders.
- Facilitated workshops to enhance team understanding of compliance obligations.
- Conducted investigations into compliance breaches and recommended remedial actions.

CONTACT

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SKILLS

- compliance audits
- risk assessment
- staff training
- regulatory documentation
- stakeholder communication
- event management

LANGUAGES

- English
- Spanish
- French

EDUCATION

BACHELOR OF ARTS IN EVENT
MANAGEMENT, UNIVERSITY OF
FLORIDA

ACHIEVEMENTS

- Achieved a 40% increase in compliance adherence ratings through targeted training initiatives.
- Received the Outstanding Compliance Recognition for exemplary performance in event compliance.
- Developed a compliance toolkit that streamlined the compliance review process.