



MICHAEL ANDERSON

Compliance Officer

Proficient Survey Compliance Officer with a solid foundation in ensuring compliance with survey regulations and ethical standards. Brings a detail-oriented approach to managing compliance-related activities, including training, monitoring, and reporting. Experience in collaborating with various departments to promote compliance awareness and enhance the quality of survey processes. Strong analytical skills in identifying compliance gaps and recommending actionable solutions.

CONTACT

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EDUCATION

Bachelor of Science in Political Science

University of Florida
2016-2020

SKILLS

- compliance management
- training development
- regulatory interpretation
- audit preparation
- stakeholder engagement
- analytical skills

LANGUAGES

- English
- Spanish
- French

WORK EXPERIENCE

Compliance Officer 2020-2023

Insightful Surveys LLC

- Managed compliance aspects of survey projects, ensuring adherence to standards.
- Developed compliance documentation for internal and external audits.
- Conducted training sessions to raise compliance awareness among staff.
- Monitored survey processes for compliance with established guidelines.
- Collaborated with legal teams to interpret regulatory requirements.
- Prepared compliance reports for management review.

Survey Compliance Coordinator 2019-2020

Research Insights Group

- Assisted in the development of compliance policies for survey methodologies.
- Conducted compliance reviews of survey protocols prior to execution.
- Engaged with stakeholders to ensure compliance measures are understood.
- Provided support in compliance training initiatives.
- Reviewed compliance metrics and reported findings to management.
- Identified areas for compliance improvement and recommended actions.

ACHIEVEMENTS

- Increased compliance awareness by 30% through targeted training programs.
- Successfully completed compliance audits with zero discrepancies noted.
- Recognized as a key contributor to enhancing survey compliance standards.