



# MICHAEL ANDERSON

## Compliance Program Manager

Proficient Travel Compliance Officer with a focus on enhancing operational compliance through strategic program management. A solid track record in developing and implementing compliance frameworks that align with business objectives while minimizing risk. Skilled in conducting thorough compliance audits and assessments, leading to significant improvements in compliance adherence. Exceptional interpersonal skills facilitate effective communication with stakeholders at all levels, fostering a collaborative compliance culture.

### CONTACT

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- San Francisco, CA

### EDUCATION

#### Master of Science in Compliance Management

Georgetown University  
2016-2020

### SKILLS

- Program Management
- Compliance Auditing
- Risk Mitigation
- Stakeholder Engagement
- Training Development
- Documentation Management

### LANGUAGES

- English
- Spanish
- French

### WORK EXPERIENCE

#### Compliance Program Manager

2020-2023

Corporate Travel Solutions

- Developed and managed compliance programs across multiple business units.
- Conducted audits and assessments to ensure compliance with organizational policies.
- Collaborated with leadership to align compliance strategies with business goals.
- Prepared compliance training materials and facilitated training sessions.
- Monitored compliance metrics and reported on program effectiveness.
- Engaged with external stakeholders to strengthen compliance partnerships.

#### Travel Compliance Specialist

2019-2020

Travel Secure Ltd.

- Assisted in the implementation of compliance policies and procedures.
- Reviewed travel documents for compliance with regulations and standards.
- Conducted training for employees on compliance requirements.
- Maintained accurate records of compliance activities and findings.
- Provided support during compliance audits and inspections.
- Prepared compliance reports and documentation for stakeholders.

### ACHIEVEMENTS

- Successfully enhanced compliance adherence by 30% through new training initiatives.
- Recognized for outstanding contributions to compliance programs by the Corporate Compliance Association.
- Implemented a new compliance framework that reduced audit findings by 40%.