

HELEMCOLINA

Compliance Analyst

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Experienced Data Analyst recognized for improving report accuracy by 25% and reducing audit discrepancies by 20% through investigative reporting, risk identification, and process development. Skilled in data analysis with a keen attention to detail. Proficient at collaborating with various teams to align business objectives, leveraging analytical skills for growth.

Work Experience

Compliance Analyst

Mar 2022 - Present

RAS LaVrar | Plantation

- Prepare detailed compliance reports for management and clients, highlighting key metrics and improvements.
- Present findings and insights to stakeholders using clear visualizations and summaries.
- Efficiently manage intricate projects with detailed focus and strong organization skills.
- Track effectiveness of solutions by monitoring key compliance metrics over time.
- Ensure strict quality control measures and validation checks for compliance.
- Streamlined compliance processes, resulting in a 20% reduction in audit times and enhanced regulatory adherence.
- Boosted business objectives through cross-functional compliance strategies.
- Performed data analysis to identify trends and risks for strategic decision-making.
- Developed and executed compliance training programs, increasing team knowledge and reducing compliance violations by 15%
- Developed comprehensive compliance checklists that improved audit accuracy and reduced oversight errors by 25%.
- Performed thorough risk evaluations, identify weak points and enforce corrective measures for enhancement.

Legal Analyst

Nov 2020 - Mar 2022

RAS LaVrar | Plantation

- Streamlined filing processes, ensuring timely compliance with court and client requirements.
- Developed and implemented training materials on ethics and compliance for employees.
- Compiled and analyzed data to prepare detailed reports.
- Reviewed legal documents and contracts, ensuring adherence to laws and regulations.
- Assisted attorneys in drafting and filing pleadings, consistently meeting deadlines.
- Coordinated with cross-functional teams to ensure timely and accurate document submissions, improving workflow efficiency.
- Led cross-functional teams to enhance document accuracy, reducing errors by 20% and improving compliance.
- Conducted in-depth legal research, providing actionable insights that improved strategic decision-making and case outcomes.
- Partnered with attorneys to draft and file legal pleadings, ensuring timely submissions and high-quality documents.
- Designed databases and spreadsheets for business needs.
- Created reports, summarizing business data for management review.
- Developed training materials related to ethics, compliance, and best practices for company employees.
- Compiled data and prepared spreadsheets to execute assigned deliverables.

- Updated forms, policies and databases to maintain current records.
- Participated in internal investigations by conducting interviews, reviewing documents, and analyzing relevant facts.
- Met deadlines consistently when preparing and filing court pleadings.
- Maintained database of current cases, tracking progress through various stages of litigation or dispute resolution.

Core Skills

Risk Identification & Mitigation, Data Visualization, Investigative Reporting, Corrective Actions, Proficiency with MS Excel, including VLOOKUP and Pivot tables, Audit & Monitoring , Analytical Skills, Excellent written and verbal communication skills, Problem-Solving, Attention to Detail, Time Management, Adept at working independently, while also collaborating effectively within a team

Education

Ashworth College

Apr 2020 - Oct 2020

Paralegal Studies

Languages

Spanish (*Native*)