

Elliot Vela

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Professional Summary

Compliance Analyst

Compliance analyst with over eight years' experience in evidence analysis, data interpretation, and regulatory compliance. Demonstrated expertise in streamlining audit processes and developing compliance strategies, resulting in improved operational efficiency and audit outcomes. Adept at utilizing advanced tools such as Domo and Bamboo to enhance performance analysis and ensure legal compliance.

Work Experience

Quality Assurance (QA)/Compliance Coordinator

Butterfly Effects-Deerfield Beach, FL

August 2022 to Present

Responsible for guaranteeing adherence to quality standards and regulatory requirements in behavioral health services, particularly aimed at supporting individuals with autism and other developmental disabilities by minimizing risks and fostering a culture of quality within the company.

- Coordinate with QA Director in facilitating the national and regional centers supervision audits and increasing productivity by five to ten percent within each center.
- Assist the quality assurance department by making measurable improvements in audit outcomes and overall organizational performance by using monthly compliance reports to track the trends of missing documentation resulting in a with an increase of thirty percent of clients who are receiving direct services
- Confirming compliance with medical record requests regarding legal requirements and conducting audits to improve staff credentialing and procedural adherence to new organizational procedures.
- Perform detailed internal file reviews on individual clients, safeguard accuracy and maintain strict compliance standards.
- Regulate comprehensive internal and external audits of the company's records, overall operations and processes.

Code Compliance Officer

Safe Built-Pompano Beach, FL

August 2021 to June 2022

Responsible for overseeing compliance of construction projects regarding building codes, regulations, and safety standards. Informed residents of the City of Pompano Beach of safety measures, warranting legal compliance, and protecting the public welfare.

- Prepared comprehensive evidence for legal actions of violations, presented cases in court to support city enforcement efforts, and improved ordinance compliance rates by five percent.
- Documented enforcement activities through precise written reports and correspondence which resulted in accurate record-keeping and provided open communication with the residents and commercial property owners.
- Engaged with diverse stakeholders to foster an understanding of city regulations to promote voluntary compliance and reduce violation recurrence.
- Conducted field inspections to enforce city ordinances, utilizing Gov-Easy and Accela systems for permit verification and violation documentation.

- Analyzed patrol data to optimize routes for efficient ordinance violation identification, resulting in improved resource allocation and engaging in positive community service.

Compliance Officer

Hamilton Enterprises-Doral, FL

February 2019 to August 2021

Certified the accuracy and compliance of I-9s, tax and other personnel documents for the Department of Homeland Security (DHS). Protected businesses from avoiding legal and financial risks such as fines and penalties based on percentage of forms with substantive violations.

- Managed thorough I-9 form audits, assessed comprehensive reports to support criminal prosecutions, and assessed administrative fines for immigration law violations.
- Utilized DHS databases to generate reports, manage spreadsheets, and conduct in-depth research to regulate compliance.
- Streamlined audit processes, significantly reducing processing time while maintaining high accuracy in employment eligibility verification procedures.
- Developed methodologies for data input and retrieval to increase efficiency in DHS Security operations and information management programs.
- Supported departmental objectives by executing additional audit duties, which contributed to the overall strategy of Homeland Security in-worksites enforcement initiatives.

Custom Protection Officer

G4S-Boca Raton, FL

August 2018 to February 2019

Responsible for the security of Boca Regional Hospital premises, staff, and assets. Conducted identity checks and thorough safety inspections, ensuring a secure environment for all facility occupants.

- Organized traffic management processes to significantly reduce congestion and improve access to all entry points of the building.
- Analyzed security vulnerabilities and proposed targeted solutions, strengthening the 400-bed facility's overall defense mechanisms.

Legal Assistant

Hire Counsel-Davie, FL

April 2018 to August 2018

Provided support to attorneys and legal teams including drafting legal documents, reviewing pleadings, and correspondence of pharmaceutical malpractice devices for case development.

- Reorganized document processing, established timely compliance with legal regulations and deadlines, leading to improved case efficiency.
- Implemented a robust electronic filing system to improve document retrieval speed and accuracy of pending cases.
- Scheduled and coordinated interviews with case witnesses and counsel to facilitate smooth communication and information gathering to develop the argument for legal proceedings.

Surveillance Investigator

Unity Surveillance-Long Island, NY

May 2016 to March 2018

Specialized in regional coverage providing clients with personal attention material by gathering evidence about a person or suspected claimants.

- Conducted thorough interviews with key individuals, gathering crucial information to support ongoing investigations and strengthen case evidence.
- Leveraged covert camera technology to capture compelling video evidence verifying claimants' compliance of the protocols of the claims.
- Updated surveillance processes, leading to faster case resolutions.
- Partnered with legal terms to present findings, provided comprehensive, and actionable intelligence for informed decision-making.

Education

Bachelor of Science in Criminal Justice

St Joseph College-Patchogue, NY

Skills

- Project Management
- Problem Solving
- Data Interpretation
- Performance Analysis
- Skilled Communicator
- Strategic Planning