

# Autymn Posse

Associate Compliance Officer

## Profile

Over four years of experience in compliance management and auditing. Proven ability to develop and implement effective compliance programs. Strong understanding of federal regulations, state laws, and industry standards. Excellent analytical skills with a keen eye for detail. Ability to work independently as well as part of a team.

## Employment History

### Associate Compliance Officer at Pima Community College, AZ

Apr 2022 - Present

- Monitored and evaluated compliance program effectiveness, making recommendations for improvement to the Chief Compliance Officer.
- Led or participated in investigations of complaints alleging non-compliance with laws/regulations.
- Conducted interviews, reviewed documents, prepared reports of findings and made recommendations to resolve issues identified.
- Reviewed marketing materials (e.g., advertisements, public relations) for accuracy and compliance with regulations before release; collaborated with internal stakeholders on necessary changes.
- Assisted in developing policies & procedures related to areas such as conflicts of interest, gifts & entertainment, anti-corruption law etc.
- Worked cross-functionally within the organization (e.g., Legal, Risk Management) to ensure that new policies were appropriate and aligned with current practices.

### Compliance Officer at University of Arizona, AZ

Sep 2018 - Feb 2022

- Wrote and implemented new compliance policies which resulted in a 20% reduction in company liability.
- Led an investigation into potential fraud which saved the company \$1 million.
- Trained employees on updated compliance procedures, reducing violations by 50%.
- Monitored employee communications for compliance risks and identified issues before they became problems.
- Negotiated with vendors to get better prices on supplies while still maintaining quality standards.

## Certificates

### Certified Regulatory Compliance Manager (CRCM)

Nov 2020

### Certified Anti-Money Laundering Specialist (CAMS)

Apr 2019

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📍 4806 S Alma School Rd, Chandler, AZ 85248

## Education

### Associate Degree in Business Administration at Mesa Community College

Aug 2014 - May 2018

I've learned how to manage money, people, and time; market products and services; and operate a business.

## Links

[linkedin.com/in/autymnposse](https://www.linkedin.com/in/autymnposse)

## Skills

Compliance

Financial Regulations

Banking Regulations

Anti-Money Laundering (AML)

KYC/CDD Procedures

Sanctions Screening

Transaction Monitoring

## Languages

English

Urdu