

# Eli Castillo

## Junior Compliance Officer

📞 (312) 555-1234

✉️ eli.castillo@email.com

🌐 linkedin.com/in/elicastillo

📍 123 Compliance St, Chicago, IL 60601

### STRENGTHS

- ✔️ **Attention to Detail**  
Thorough documentation review has been key in identifying gaps and enhancing audit readiness.
- 🔍 **Research Skills**  
Extensive database analysis has supported effective compliance process improvements and report creation.
- 👥 **Collaboration**  
Worked closely with faculty, gaining recognition as a dependable resource for compliance insights.
- 📋 **Regulatory Knowledge**  
Staying current with federal compliance laws has enabled proactive resolution of potential risks.
- 📁 **Organizational Skills**  
Successfully maintained meticulous records that facilitated smooth audit procedures and coordination.

### SKILLS

Federal Compliance Regulations

Documentation Review

Database Research

Report Preparation

Audit Processes

Team Collaboration

Communication Skills

Analytical Thinking

Problem Solving

Project Management

Time Management

Record Keeping   Ethical Standards

Risk Assessment

Attention to Detail

### SUMMARY

Detail-oriented compliance professional with hands-on experience in documentation review and database research. Strong grasp of federal compliance regulations ensures thorough audit-ready case file preparation. Proven ability to collaborate effectively with auditors, guaranteeing seamless coordination of compliance activities. Outstanding at maintaining organized records for audits, also adept at continuous learning through various workshops. Eager to contribute further to compliance efforts and assist in driving organizational success with adherence to federal standards.

### EDUCATION

#### Master's Degree in Compliance Studies

Chicago University 🎓 GPA: 3.8 📅 2026 📍 Chicago, IL

**Coursework:** *Federal Regulations, Documentation Processes, Ethics in Compliance, Risk Management*

#### Bachelor's Degree in Business Administration

Chicago University 🎓 GPA: 3.7 📅 2025 📍 Chicago, IL

**Coursework:** *Business Law, Management Principles, Organizational Behavior, Operational Excellence*

### TECHNICAL SKILLS

- **Compliance Frameworks:** SOX, HIPAA, PCI-DSS
- **Data Analysis Tools:** Excel, SQL, Tableau
- **Document Management Systems:** M-Files, SharePoint, DocuWare
- **Project Management Tools:** JIRA, Trello, Asana
- **Security Compliance Regulations:** GDPR, CCPA, FISMA
- **Training Platforms:** Coursera, Udemy, LinkedIn Learning
- **Reporting Standards:** GAAP, IASB, IFRS
- **Compliance Auditing Techniques:** Sampling, Evidence Collection, Analytical Procedures
- **Collaboration Software:** Slack, Zoom, Microsoft Teams
- **Regulatory Updates:** Federal Register, Regulatory Agencies Websites, ProQuest

### EXPERIENCE

#### Junior Compliance Analyst

University Project 📅 January 2026 - Present 📍 Chicago, IL

Support compliance operations by reviewing documentation aligned with federal guidelines. Ensure accurate reporting through diligent data collection methodologies.

- Reviewed and verified documentation for compliance with federal regulations during audits.
- Conducted extensive database research to gather necessary information for audit reports.
- Compiled and organized audit-ready case files, ensuring all documentation was complete and accurate.
- Collaborated with faculty advisors to align compliance processes with regulatory standards.
- Assisted in preparing presentations that summarized audit findings for departmental review.
- Engaged in continuous learning about compliance regulations through workshops and seminars.

#### Compliance Research Assistant

Academic Research 📅 September 2025 - December 2025 📍 Chicago, IL

Contributed to academic projects centered on federal compliance regulations and their implications. Analyzed and documented compliance-related research outcomes.

- Assisted in research projects focused on federal compliance and investigative methods.
- Analyzed data related to compliance issues and presented findings to faculty members.
- Developed documentation protocols for research findings to be used in future audits.

LANGUAGES

English Native

Spanish Proficient

MY CAREER



Junior Compliance Analyst  
at University Project (6 Months)

Compliance Research  
Assistant at Academic Research  
(3 Months)

- Participated in team meetings to discuss progress and findings of compliance-related research.
- Supported the preparation of reports summarizing research outcomes for academic publication.
- Gained practical knowledge of compliance regulations and audit processes through hands-on experience.

LEADERSHIP & AWARDS

- Dean's List, 2025
- Academic Excellence Award in Compliance Studies, 2025

CERTIFICATIONS

- Compliance Fundamentals Certificate 2026
- Certified Compliance Administrator 2026

PROFESSIONAL AFFILIATIONS

- Member, Compliance and Ethics Club, 2024 - Present
- Volunteer, Local Non-Profit Organization, Compliance Advisory Team, 2025 - Present

ADDITIONAL INFORMATION

Work Status : Authorized to work in United States. No sponsorship required.

REFERENCES

AVAILABLE ON REQUEST