

# EW

# Ethan Wilson

## ABOUT ME

Data entry compliance officer with five years of experience ensuring adherence to data governance standards. Skilled in policy development, audit coordination, and training. Reduced compliance issues by 45% through targeted initiatives.

## PROFESSIONAL EXPERIENCE

### DATA COMPLIANCE SPECIALIST | SECUREDATA INC., SAN FRANCISCO, CA

JUNE 2015 - JULY 2018

- Conducted quarterly compliance audits, identifying and correcting 300+ issues
- Developed data handling policies for sensitive records

### DATA ENTRY COMPLIANCE OFFICER | DATAGUARD CORP., SAN FRANCISCO, CA

AUGUST 2018 - PRESENT

- Oversee compliance for 10 clerk teams, ensuring 100% adherence to SOPs
- Design and deliver quarterly training, reducing violations by 45%
- Liaise with legal to update policies per regulatory changes

## CONTACT



(123) 456-7890



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Portfolio



San Francisco, CA

## EDUCATION

- **Associate of Science in Office Administration**  
Portland Community College,  
Portland, OR | May 2016

## KEY SKILLS

- Document indexing
- Database upkeep
- Batch scanning
- Metadata creation
- Staff training