




Sarah Thompson

Entry-Level KYC Analyst

CONTACT

 (305) 123-4567

 sarah.thompson@gmail.com

 United States, Miami, FL

EDUCATION

Bachelor of Science in Finance

University of Miami, Graduated: May 2025

Minor: Business Law

Certifications

- **Certified Anti-Money Laundering Specialist**, ACAMS – October 2023
- **KYC & AML Compliance Certification**, FINRA – August 2023

PROFESSIONAL SUMMARY

Detail-oriented and highly motivated KYC Analyst with a foundational understanding of financial regulations and customer due diligence. Skilled in conducting customer risk assessments, ensuring compliance with Anti-Money Laundering standards, and adept at utilizing KYC software. Eager to apply my analytical skills and attention to detail to enhance the integrity of financial institutions.

EXPERIENCE

Entry-Level KYC Analyst

2025 - Now

JPMorgan Chase & Co., Miami, FL

- Perform comprehensive KYC checks on new and existing customers to ensure adherence to regulatory requirements.
- Conduct risk assessments by analyzing customer information, financial history, and transaction activity.
- Verify the accuracy and completeness of customer data using multiple verification methods, including government-issued IDs, utility bills, and other documentation.
- Support senior analysts in investigating and escalating suspicious activities in compliance with AML guidelines.
- Collaborate with cross-functional teams, including compliance and legal department.

Customer Service Representative

2023 - 2024

Bank of America, Miami, FL

- Provided frontline customer support for account-related inquiries, maintaining high levels of satisfaction.
- Assisted customers with updating personal information and resolving issues related to account discrepancies.
- Gained familiarity with financial services, banking regulations, and basic KYC principles during training and day-to-day operations.

SKILLS

KYC Due Diligence and Risk Assessment	★★★★★
Anti-Money Laundering (AML) Regulations	★★★★★
Customer Identification Programs (CIP)	★★★★★
Knowledge of Financial Crime Prevention	★★★★★
KYC Software (e.g., ACI Worldwide, Actimize)	★★★★★
Strong Communication and Analytical Skills	★★★★★
Proficient in Microsoft Office Suite	★★★★★