

# JESSICA RAMIREZ

## Compliance Corporate Trainer



(813) 555-2290



jessica.ramirez@email.com



Tampa, FL

### Education

#### Bachelor of Science in Public Administration

University of South Florida | Tampa, FL | 2015

#### Certified Compliance & Ethics Professional (CCEP)

2022

#### Instructional Design Pro Certification

2021

### Skills

Regulatory compliance (HIPAA, OSHA, SOX) 

Policy interpretation 

Risk mitigation education 

LMS administration 

### Languages

◆ Bilingual in English and Spanish; conducts dual-language compliance workshops across Latin American branches.

### Professional summary

Compliance-focused corporate trainer with experience developing and delivering regulatory, safety, and policy training in healthcare and finance. Skilled in translating complex compliance rules into clear, actionable training materials.

### Experience

#### BayMed Health Group

January 2020 - Now

Tampa, FL

#### Compliance Training Manager

- Redesign the organization's compliance education program across eight facilities, resulting in a 99% training completion rate and a notable decline in regulatory citations during audits.
- Produce interactive courses covering HIPAA, workplace conduct, and medical ethics using SCORM-compatible tools and ensure full LMS integration for tracking and reporting.
- Facilitate live and virtual refresher sessions with scenario-based case studies, allowing employees to better grasp practical applications of complex policies.
- Collaborate with internal legal counsel to monitor federal and state law changes and proactively integrate updates into compliance materials.

#### Coastal Bank

June 2016 - December 2019

St. Petersburg, FL

#### Compliance Education Specialist

- Delivered onboarding and annual compliance training to over 200 staff members across various departments including finance, IT, and HR, ensuring uniform understanding of internal controls.
- Initiated a quarterly compliance knowledge check initiative, which reduced knowledge gaps and improved performance on internal assessments by 30%.
- Supported internal audits by maintaining precise training documentation and partnering with department heads to address education gaps promptly.

- Designed an in-house certification program to provide advanced compliance learning pathways, increasing retention and engagement for long-term employees.