




Shireen Schiefer

Compliance Officer

Results-driven Compliance Officer with 2 years of experience in implementing and maintaining regulatory compliance policies and procedures. Adept at identifying potential risks, conducting thorough investigations, and providing guidance to ensure adherence to relevant regulations. Strong analytical and problem-solving skills, with a proven track record of effectively collaborating with cross-functional teams to achieve compliance objectives. Dedicated to fostering a culture of ethical behavior and promoting organizational integrity.

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Education

Bachelor of Science in Business Administration with a concentration in Compliance and Risk Management at George Mason University, Fairfax, VA

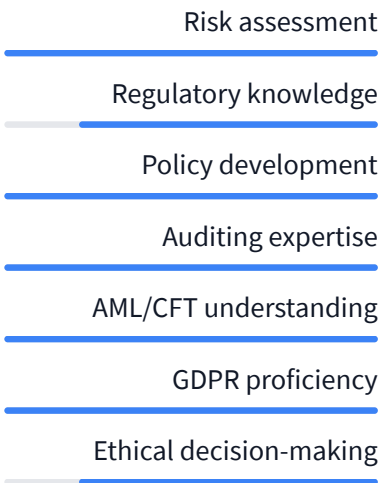
Aug 2017 - May 2021

Relevant Coursework: Business Ethics, Corporate Governance, Financial Risk Management, Internal Auditing, Regulatory Compliance, Enterprise Risk Management, and Organizational Behavior.

Links

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

Skills



Employment History

Compliance Officer at Compliance Officer at Capital One, VA

May 2023 - Present

- Successfully implemented a risk assessment framework that reduced compliance violations by 35% within the first year, streamlining the process for identifying and mitigating potential risks in Capital One's operations.
- Conducted over 500 audits and reviews annually, ensuring adherence to regulatory requirements and internal policies, resulting in a 90% reduction in fines and penalties imposed on Capital One by regulatory authorities.
- Led a cross-functional team of 20 professionals to develop and execute a comprehensive training program, which increased employee awareness of compliance requirements by 75% and contributed to a significant improvement in the company's overall compliance culture.

Associate Compliance Officer at Compliance Officer at Northrop Grumman, VA

Jul 2021 - Mar 2023

- Successfully implemented a comprehensive compliance program that reduced regulatory violations by 40% within the first year of operation, ensuring Northrop Grumman's adherence to all relevant laws and regulations.
- Conducted over 300 internal audits and risk assessments, identifying and addressing potential compliance issues, resulting in a 25% reduction in audit findings and a 15% improvement in overall compliance scores.
- Led a team of five compliance specialists, providing training and guidance that contributed to a 20% increase in employee awareness and understanding of regulatory requirements, significantly reducing the risk of non-compliance.

Certificates

Certified Compliance and Ethics Professional (CCEP)

Dec 2021

Certified Anti-Money Laundering Specialist (CAMS)

Apr 2020