Priyanka Halvorsen-Reyes

Compliance Coordinator

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SUMMARY

Compliance coordinator with 4 years in banking and healthcare, running the policy calendar, annual training and audit evidence for teams of up to 600 staff. Met every regulatory filing deadline in 3 years, keeps training completion near full and closes audit requests ahead of due dates. Strong with GRC tools, Excel and clear follow-up.

EXPERIENCE

Compliance Coordinator — Makai Federal Savings Bank

Honolulu, HI · Jun 2023 – Present

- Run the review calendar for 84 policies and procedures, bringing overdue reviews from 19 to 0 within 9 months.
- Track annual BSA/AML, privacy and fair lending training for 580 employees, reaching 99% on-time completion in 2025.
- Gathered and indexed 260 evidence items for 2 regulatory exams, with every request answered within the examiners' deadline.
- Maintain the issues log in the GRC tool, following up on 45 findings and closing 38 by their target dates.
- Built a monthly compliance dashboard in Excel that the committee now uses in place of a 20-page narrative report.

Compliance Assistant — Kaimana Community Health Clinics

Honolulu, HI · Mar 2021 – May 2023

- Tracked 120 clinician licenses and certifications across 7 clinics, with zero lapses during 2 years.
- Logged and routed 70+ privacy incident reports to the privacy officer within 24 hours of receipt.
- Prepared binders and sign-in sheets for 14 internal audits of HIPAA and billing controls.

SKILLS

Regulations: BSA/AML, HIPAA privacy, fair lending basics, record retention

Program work: Policy calendar, training tracking, issue logs, audit evidence, license tracking

Tools: GRC platform, learning management system, Excel (pivot tables, XLOOKUP), SharePoint

Working style: Deadline tracking, clear follow-up notes, confidential records handling

EDUCATION

B.A. Political Science, University of Hawaii at Manoa, 2020

Fictional example by FindAJobAI: the person, employers and numbers are invented.