



Robin
Ray

A D M I N I S T R A T I V E C O M P L I A N C E S P E C I A L I S T

 239.671.2798

 rayrobin1965@gmail.com

 Fort Myers, Florida 33913

G O O D D A Y ,

Are you looking for an administrative assistant with

- 30 years of hands-on experience in office/computer,
- Up to date on all types of electronic communication,
- Excellent proof reading and execution on all types of communication,
- A passion to learn and exceed your expectation,

If so, then you need look no further. You will see from my enclosed resume that I meet all of these qualifications and more.

I would very much like to speak with you further on my ability to handle any project that is set forth for me to handle.

I had an eight-year break in my work due to cancer, but that is all behind me now. I have been working to advance myself daily in my professional world.

Thank you for taking the time to review my resume. I look forward to talking with you.

Sincerely,
Robin Ray



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Administrative Compliance Specialist

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-  Fort Myers, Florida 33913

ABOUT ME

Organized Compliance Officer with expertise supervising audits and recommending changes to audit policies.

Self-motivated professional highly knowledgeable in compliance issues concerning organizations. Engaging Compliance Officer adept at presenting complex information in easily understood terminology. Meticulous clerical professional with strong experience in assessments.

SKILLS



EDUCATION

Newport JR/SR Highschool
Graduated 1983

EXPERIENCE

Compliance Specialist

Ralphs Transfer, Fort Myers, Florida – December 2020 – Current

Handle all aspects of hiring, payroll, and safety.

- Organized and led compliance meetings with management staff and to discuss emerging risks.
- Managed correspondence between applicants and decision-makers determining the validity of individuals and provided material

Administrative Services Specialist

The Original Shutter Guy, Naples, Florida – Jun 2020 – Nov 2020

Ran payroll, ordered supplies, filing, answered phones, scheduled service routes.

- Coordinated, organized, and maintained multiple calendars for staff.
- Ran smooth payroll by maintaining neat, orderly, and updated employee time sheets.

Administrative Specialist

LCM Engineering PLLC. Fort Myer FL Jan 2019 to June 2020

Assistant to owner President and office manager.

- Answered phones, directed calls, handled messages.
- All front office business
- Contract proof and printing