

# TINA MING-PUI DAVIS

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## ~COMPLIANCE COORDINATION PROFESSIONAL~

Resourceful administrative professional with multi-faceted experience, specializing in the implementation and accurate employment of regulatory legislation. With over 10 years experience purchasing for mid-size organizations delivering adept results. Impeccable business acumen, a solid understanding of corporate frameworks, training in Canada/US customs consistently exceeding organizational and consumer goals.

## SCOPE OF EXPERTISE

- Management of complex and sensitive legal coordination activities
- Valuable understanding of Canadian and US regulatory bodies and guidelines; ratification and due diligence
- Detail oriented with keen organizational skills and enhanced prioritization
- Astute communication skills, clarity of thought and comprehensive analysis
- Desirable ability to work well under pressure, deadlines and changing priorities
- Prime learning curve; consistently incorporating and encoding new information
- Well-spirited, calm demeanor

## PROFESSIONAL HIGHLIGHTS

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### **Compliance Coordinator**

2003 - present

*ABC Life Insurance Company, Vancouver, BC*

- Assist in the execution, implementation and delivery of company policy and US products and licensing in over 30 states.
- Coordinate and undertake product and special filings with US regulatory bodies.
- Research and development of product disclosures and new tax endorsements.
- Troubleshoot, validate and ensure timely completion of legal/compliance department activities.
- Create necessary changes and revisions to products and policies in tandem with the Actuarial Division, Chief Legal Counsel and Senior Compliance Counsel.
- Review numerous acts, regulations, and guidelines achieving comprehensive deliverables.
- Correspond with regulators and state departments.
- Product registration and filing in new states, organizing and maintaining status of product pools.

### **Self-employed, Small Business Operator, Vancouver, BC**

2001 - 2002

- Cultivated over 14 contracts providing tenant/lease databases and legal documentation.
- Generated secretarial documentation for over 100 enterprises.
- Provided intellectual capital as a purchasing consultant.
- Delivered sound knowledge of computer and software acquisitions.

### **Buyer, Information Services**

1999 – 2001

*ABC Corporation of Alberta, Edmonton, AB*

- Personally responsible for purchases in excess of \$5 million per annum.
- Facilitated objectives, operating policies and procedures; administered budgets and strategic action plans for achieving goals.
- Created and maintained tracking mechanisms to establish vendor benchmarks.
- Responsible for the procurement of all computer equipment and software inventory for GNTD.
- Created, maintained and updated a comprehensive vendor database.
- Maintained and grew vendor contracts; negotiated selected large orders.

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**Secretary 'D' Safety Department (full-time) 1998**

ABC Corporation of Alberta

- Completed the Supervisors 'STOP' Training Program.
- Fostered the 'STOP' program, through customer/client awareness promoting customer loyalty and enhanced equity.
- Performed general secretarial duties.

**Secretary 'C' Safety Department (part-time) 1998**

ABC Corporation of Alberta

- Assisted in an initial PC program development/installation phase, implementing hardware and various software technology systems.
- General secretarial duties.

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**EDUCATION**

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**University of Alberta 1994**

Level 2 Studies:

Principles of Inventory

Principles of Transportation

Seminars in Law, Price Discounting, ISO Registration, ISO Registration and Purchasing

Level 1 Studies:

Principles of Buying

Canada and US Customs

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**COMPLEMENTARY EDUCATION**

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**LOMA 2003 - 2007**

Associate Financial Services Institute Certification (AFSI)

Fellow Life Management Institute Diploma (FLMI)

Associate Customer Service Certification (ACS)

Associate Insurance Regulatory Compliance Certification (AIRC)

**ABC Institute of Technology, Edmonton, AB 1998**

Supervisor Training Program Certification

**ABC Career Centre, Calgary, AB 1997**

Secretarial/Receptionist Certification

**ABC Institute of Technology, Calgary, AB 1997**

Computer Science