

Daniel Ditto

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Profile

Current HR, healthcare, and business compliance officer and MBA recipient.

Education and Experience in the following:

- Business and Legal Writing and Research
- Proficiency with Microsoft office, Lexis, Westlaw and Bloomberg Law.
- Sales and Account Management
- Compliance for Secure Online Credit Processing
- IT Troubleshooting and Customer Account Management
- Multilingual Communication – English and Italian

Education

Saint Louis University – John Cook School of Business

St Louis, MO

Master of Business Administration

May 2014

Currently Pursing ASQ Six Sigma Green Belt Certification

Additional law coursework including:

- Contracts; Commercial Transactions; Business Associations; Health Law; Healthcare Business and Finance; Civil Procedure; Torts

Brigham Young University

Provo, UT

Bachelor of Arts: English

2009

Scholarship Recipient

Brigham Young University-Hawaii

Laie, HI

Scholarship Recipient

2002

Work Experience

Ampian HR Outsourcing

Compliance Officer | Oct 2014-Present

Sandy, UT

- Implement processes based on federal and state regulations regarding human resources, benefits and PEO industry specifics.
- Research and anticipate recommended compliance measures based on regulatory enforcement
- Liaison for communicating with industry leaders, regulators, legislators and organizations.
- Manage over 50 worker's compensation policies, dealing directly with providers on all claims.

Chief Judge Brian "Ted" Stewart

United States District Court, District of Utah

Salt Lake City, UT

Summer Extern | June 2012-July 2012

- Researched statutes and laws related to civil and criminal infringements
- I did all clerking over a personal jurisdiction motion regarding an online education company's trademark infringement and counseled the judge on all legal issues related to the matter.
- Conducted extensive legal research, analysis and writing
- Edited briefs and orders the district court clerks wrote for the judge.
- Discussed strategy in responding to motions and requests sent to the judge.

SecurityMetrics

Orem, UT

Renewals Agent | Oct 2010-April 2011

- Promoted to Renewals within the company after only 6 months of work
- Examined changes related to merchants' need for secure online credit card processing
- Reviewed industry standards with clients to ensure understanding/compliance and manage relationships
- Provided IT troubleshooting for specific client problems with implementing the new systems
- Opened and closed accounts using a complex client management program

- Chosen as one of a few employees to respond to all incoming emails and calls regarding changes, problems, or questions about credit card processing security and services

Compliance Consultant | *April 2010-Oct 2010*

- Provided customer service, account management and troubleshooting to help clients understand security requirements for their credit card processing
- Researched new online security standards for credit processing
- Determined which standards applied to each client based on the type of transactions and systems used
- Educated clients on which regulations applied, consequences for non-compliance and instructions to come into compliance

Mountain Land Exteriors

Orem, UT

Lead Generator | *July 2009-Oct 2010*

- Provided first line sales contact with potential customers and generated sales leads for Mountain Land.

Softwise

Provo, UT

Search Engine Optimizer and Copy Writer | *Sept 2008-April 2009*

Paid Copywriting Internship

- Managed, designed and daily updated a blog on current financial issues such as: short-term loans, compound interest, title loans, payment plans, and general financing.
- Wrote weekly financial articles and submitted to online article distributors to increase search engine hits
- Gained significant understanding of SEO processes

KFC Airport Inc.

Honolulu, HI

Equipment Coordinator and Shipping Receiver | *Jan 2007-Aug 2007*

International Industrial Construction Company

- Responsible for logistics of all transportation between over 50 laborers and journeymen in the demolition and renovation of the Prince Kuhio Hotel on Waikiki.
- Coordinated transport of equipment and labor for hundreds of daily projects.
- Managed communication to optimize efforts and ensure timely delivery of labor materials

BYU NCAA Division I Football

Provo, UT

Football Manager | *August 2005-April 2006*

- Worked with specific coaches to run drills, organize practices and prepare different team exercises
- Maintained team equipment

Fast Movers

Salt Lake City, UT

Moving Team Leader | *April - Aug 2005*

- Primary worker responsible for customer service
- Explained contracts and responded to all questions and concerns
- Trained and managed team of 6-7 members

The Church of Jesus Christ of Latter-day Saints

Italy

Church Representative | *2002-2004*

- Led a group of 10-20 representatives for 18 months as a District and Zone Leader
- Taught church doctrine and provided many hours of community service

Accomplishments

- American Israel Public Affairs Committee Member – Trained by professionals as a lobbyist in Washington DC and made presentations to State and U.S. Senators and Representatives
- Financial Vice President of the J. Reuben Clark Law Society at SLU Law School Fall 2011-present.
- SLU Law School Health Law Association Member
- Eagle Scout Recipient
- PADI Scuba Certified