Licensing Coordinator

ROBERT SMITH

Phone: (123) 456 78 99
Email: info@qwikresume.com
Website: www.qwikresume.com
LinkedIn: linkedin.com/qwikresume
Address: 1737 Marshville Road, Alabama.

Objective

Proficient professional with over 7 years of proven success in the areas of compliance, quality assurance, quality control, process improvement, marketing, advertising, customer relations, probate research, management, medical, communications and administrative functions. Proven ability to implement efficient operations solutions to ensure compliance, quality and productivity.

Skills

Photoshop, Dreamweaver, Budget Management, Process Improvement, Strategic Planning, Vendor Management, Licensing Compliance, Brand Marketing.

Work Experience

Licensing Coordinator

ABC Corporation - July 2015 – December 2015

- Perform activities related to the insurance licensing of employees and Convey Health Solutions in multiple locations as required by their involvement in the Medicare Part D Program.
- Manage special projects independently and in a team environment.
- Ensure that continuing education is maintained through the licensing database.
- Filing of all manual and online licensing in filing cabinet along with relevant correspondence.
- Communicate with coworkers, management, staff, agents, and others in a courteous and professional manner.
- Conform with and abide by all regulations, policies, work procedures and instructions.
- Responsible for participating in quality assurance, compliance and in-service and continuing education activities as requested by Company.

Licensing Coordinator

ABC Corporation - September 2014 – December 2014

- Communicate with coworkers, management, staff, agents, and others in a courteous and professional manner.
- Conform with and abide by all regulations, policies, work procedures and instructions.
- Responsible for participating in quality assurance, compliance and in-service and continuing education activities as requested by Company.
- Worked to improve current processes and to also improve the way things are handled for our onboarding staff.
- Used a wide range of computer applications and we were constantly in contact with our agents to guide them and assist in whatever needs they may have.
- Review, scan, and approve contracts made between farmers and agents, customer service reps, agency producers and staff.
- This is Dummy Description data, Replace with job description relevant to your current role.

© This **Free Resume Template** is the copyright of Qwikresume.com. **Usage Guidelines**

Education

Bachelor of Science in Criminal Justice - (American Intercontinental University)

© This **Free Resume Template** is the copyright of Qwikresume.com. **Usage Guidelines**