

**SHARON J. THOMPSON**  
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**Objective**

Initiative-taking professional with strong work ethics and the desire to always make a positive impact in any working environment. My diverse range of organizational skills and knowledge developed, through education and professional experiences, allows me to be highly organized and driven. The critical thinking, analytical, leadership and team collaborative skills that I have developed are skills that are applicable to most industries. I am adaptable to learning and to being a positive, productive member of any organization or team. I seek to take full advantage of my over twenty years of learning experiences in Insurance, Regulatory/Licensing, Compliance and to transition my learnt skills into a new position or industry.

**Skills**

- Effective Communication
- Critical thinking
- Leadership and communication
- Team Collaboration
- Automobile Insurance Underwriting
- Document Reporting/Licensing processing.
- Vehicle Service Contract- All States
- Vehicle Protection Warranty Licensing- All States
- State Service Contract License for Tax Retail Certificate
- All States Insurance Licenses processing- individuals and businesses.
- State-required SR22s.
- Working with UINIX/ MacOS, Windows, OS Microsoft, Excel, and Varuna System
- Proficiency in Microsoft OS and PowerPoint to create documents and training tools.
- Skilled in using Microsoft Excel, creating tools/charts for Licensing Dept.
- Settlement Negotiation for late renewals and cancellations with Ins. Departments
- Training of staff-State online licensing access and procedures, navigation tools.
- Implement strategies for team building and productivity.
- Promote growth through encouragement and recognizing success.
- My strength-Developing strong connection in resolving financial issues with State Depts. and Vendors

**Experience:**

**06/2021-Present**

**SRT Notary and Consulting LLC, Hallandale Beach FL**

**Business Consulting Freelancer**

- Private Contractor –Online State License filings/individual and entities.
- Notary/Apostolic
- Renew third party notary certifications with the State of Florida
- Create individual personal/business documents.
- Notary stamping- signing
- Bank signings

**10/2002- 06/2021**

**Nation Safe Drivers/National Insurance Underwriters and All Group of Companies (6), Boca Raton, FL**

**Licensing Supervisor (Licensing/Compliance)**

- My responsibilities as a Licensing Supervisor at Nation Safe Drivers Group, LLC and Group of Affiliate Companies included:
- Guiding and training employees.
- Monitoring processing of new and renewal licenses for NSD Group & Group of Companies.

- Monitoring and processing of all clients and members in all fifty states and overseas.
- License by Category- quarterly reports, and state requirements.
- License - Property & Casualty, Adjusters, Surplus, Commercial Lines, Motor Club, TPA MGA Licenses, GAP, and Reinsurance Intermediary.
- Outside Vendors- Roadside assistance and Towing.
- Corporate tax and Franchise Tax filings - fifty state departments, Canada, Guam, and other territories.
- Additional duties- filing premium taxes, franchise taxes, annual reports, published financial reports, unclaimed properties, and service of process reporting.
- Establishing working relationships with outside vendors. Providing information to verify access to NSD Group online portals.
- Researching state laws and regulations of operational rules, regulations, and licensing requirements in required states.
- Update clients ensure compliance. (emails)
- Meeting with in-house employees, educational compliance.
- Training for new license and continuing education.
- Miscellaneous duties -Accounting- yearly financials, underwriting, licensing compliance.
- Assisted underwriting occasionally.

**01/1996 to 10/2002**

**Robert Plan Companies/Eagle Insurance Group, Inc., Fort Lauderdale, FL**

**Assistant Underwriting Supervisor**

- Supervise daily activities.
- Department of thirty employees.
- Process Underwriting PIP Ins.
- Policies, endorsements and SR22s.
- Process Finance Company Cancellations and Reinstatements.
- Issue Cancellation or Overpayment checks.
- Two days weekly as PIP adjuster PIP claims- first reports -Then assign to lead adjuster.
- Managed all departmental issues including disciplinary.
- Consulted HR only when Necessary.

#### **Training & Certifications**

- 620-Insurance Licensing
- Florida Loan Signing Agent,
- Florida Notary Public since 2002
- Member of National Notary Association (NNA)
- Automobile Property and Casualty Underwriter
- Licensing/Compliance Analyst/ State Regulated Products
- Background check and certification
- Compliance research/documentation motor vehicle records
- Negotiate zoning business contrast with the Dept. Ins. - auxiliary products.

#### **Education**

**Bachelor of Science in Business Management-2011**

**University of Phoenix-Cypress Creek. Ft. Lauderdale**

**GPA-3.73**