

Jesse Dunaway

An adaptable and resourceful professional with technical proficiency, strong organizational skills, and a proven ability to support team success.

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EXPERIENCE

Nation Safe Drivers - (561) 226-3600 **Boca Raton, FL— Licensing Team Lead, Compliance** **Department**

January 2022 - October 2024

Licensing Roles

- Responsible for productivity of Licensing Specialist staff. Provided team guidance, structure and focus for our shared goals.
- Audited the status of all licenses required to operate nationally. Engaged with multiple states' regulatory offices to establish or reestablish missing licenses.
- Acquired a working knowledge of multiple lines of insurance and their respective requirements in each state.
- Worked closely with Executive team on licensing projects. Provided step-by-step guidance and clarified long term needs for fulfilling regulatory requirements.
- Actively reviewed current and upcoming legislation which may affect lines of business. Participated with industry groups in-person and online, including SCIC, GAPAA, MVPPA and the National Auto and Travel Org.
- Created training material and provided continual training to Licensing team.
- Collaborated with Compliance, Marketing and Accounting departments to ensure smooth and well documented interactions.

Contract Roles

- Originally trained as part of Contracts/Forms, I provided support in contract functions when needed.
- Gained a working understanding of the format and function of forms.
- Submitted contracts to F&I Sentinel and state agencies for review.
- Revised contracts and reviewed the revisions of associates.
- Provided troubleshooting support to create accurate revisions.

PROFESSIONAL SKILLS

Proficient in Microsoft Excel and MS Suite, Smartsheet, and Adobe Acrobat

Project management and coordination

Digital and analog organization

Effective communication

PERSONAL SKILLS

Dedication to accomplishing goals

Innovative problem solving

Adaptability

Time management

CERTIFICATIONS

Certified and Bonded
Florida Notary Public

PROFESSIONAL REFERENCES (Title during my employment)

Lauren Smith

Director of Compliance,
Corporate Secretary - Nation
Safe Drivers
(954) 778-1477

Donna Vasquez

Director of Risk Management
- Nation Safe Drivers
(954) 329-4742

Reflexive Retail, Deerfield Beach, FL— *Self Employed*

August 2015 - December 2022

- Maintained an online retail business while attending university.
- Resource conversion
- Inventory management
- Accounting and tax

David Hong Kim, Greenacres, FL— *Administrative Assistant*

September 2013 - August 2015

- Assisted independent insurance agent Mr. Kim as he prepared to sell his book of business and retire.
- Digitized and managed an on-paper office for book sale.
- Assisted with and traveled to current and new clients.
- Acquired a general knowledge of various lines of insurance.

CVS Pharmacy, West Palm Beach, FL— *Pharmacy Technician*

December 2007 - September 2013

- Processed hand-written and digital prescriptions. Performed all dispensing and packaging.
- Provided friendly and empathetic service to pharmacy customers, addressing inquiries and resolving issues effectively.

EDUCATION

Florida Atlantic University, Boca Raton, FL — *Bachelor of Arts - Anthropology*

August 2015- December 2019

- Developed a foundation in cultural, biological and archeological studies. Gained critical thinking, research and analytical skills through coursework and field studies.
- Designed, conducted and reviewed qualitative and quantitative research studies.
- Gathered and organized data through surveys, interviews and archival research.
- Analyzed data critically to draw meaningful conclusions.

