

KIMBERLY AMY

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Location: Minnesota (Remote)

Insurance Licensing & Compliance Leader

Experienced manager and workflow optimizer with 14+ years in multistate regulatory compliance, licensing, and operational excellence. Adept at untangling complex systems, documenting processes, and creating structures that actually work-without compromising speed or accuracy. Skilled in transforming disorganized data, outdated workflows, and high-risk licensing practices into clean, compliant, audit-ready operations.

CORE COMPETENCIES

- Multistate Regulatory Compliance
- Licensing & CE Oversight (50 states + territories)
- Workflow & Process Design
- Risk Mitigation & Documentation
- Project Management
- Spreadsheet & Data Automation
- Adobe Acrobat Pro, Excel, Sircon, NIPR
- Leadership & Team Training

PROFESSIONAL EXPERIENCE

Licensing & Compliance Manager

Core Specialty Insurance Services, Inc. | Feb 2025 - Present

- Restructured licensing oversight for 50-state entity and producer compliance across multiple product lines.
- Built a centralized compliance log to document, categorize, and mitigate regulatory risk.
- Created standardized SOPs, implemented CE tracking tools, and overhauled filing access and naming conventions.
- Collaborated with HR and Legal to expose and address entity-level licensing issues, saving thousands in fines.
- Developed escalation templates, audit protocols, and cross-functional workflows under extreme time pressure.
- Reported noncompliance issues to regulatory agencies under alias to protect license integrity.

Lead Licensing Specialist

Transamerica | Aug 2021 - Feb 2025

- Created and maintained a Uniform Licensing Application to track producer info across 30+ data points.
- Managed thousands of licenses and renewals while onboarding 2-3 agents weekly with multi-state filings.
- Developed CE tracking system that flagged agents 90+ days before deadline-saving 22 from CE lapse.
- Initiated partnerships with CE providers that resulted in \$18,000 annual savings.
- Trained new team members, wrote resource documentation, and automated spreadsheet tasks for accuracy.

Licensing Advisor II

GoldenCare, USA | Mar 2020 - Aug 2021

- Supported national FMOs and brokerage firms with contracting, compliance, and policy resolution.
- Maintained 50-state licensure and 10+ carrier contracts per agent.
- Built SOPs and wrote user manuals for internal software launches.
- Audited long-term care and annuity licenses for state compliance.

Agent Licensing Specialist

Rural Community Insurance Services | 2012 - 2013

- Licensed producers for crop insurance across multiple states.
- Maintained accurate licensing records and filed emergency state updates.

Marketing Support II & Customer Service Supervisor

GoldenCare, USA / Dennis Kirk, Inc. | 2004 - 2012

- Negotiated E&O coverage terms, generating \$21K+ in annual revenue.
- Supervised customer service teams, designed training programs, and processed international compliance docs.
- Recovered over \$9,000 in shipping fees through proactive claim filing and logistics oversight.

EDUCATION

Licensed Practical Nurse - Galen College of Nursing, Louisville, KY

Valedictorian, March 2015