Hollie R. Linder

**9946 NW 56 Pl**

**Coral Springs, FL 33076**

**954-415-2263**

**cravinraven.hl@gmail.com**

**Experience**

**Enhance Health Sunrise, FL**

*Licensing Account Manager October 2022 to May 2025*

* Oversaw and managed insurance licensing compliance for over **150 agents across 41 states**, ensuring adherence to all state-specific regulatory requirements.
* Resolved and reconciled **state compliance issues**, including license discrepancies, renewal delays, and regulatory audits.
* Maintained and monitored **continuing education (CE) requirements**, ensuring timely completion and documentation to prevent licensing lapses.
* Coordinated and managed **carrier-specific licensing requirements**, including initial appointments, renewals, and terminations across multiple insurance companies.
* Personally managed and maintained the **licensure and compliance records for the executive leadership team**, ensuring uninterrupted authority to transact business.
* Built and maintained a comprehensive licensing database to track expirations, CE deadlines, and regulatory updates.
* Acted as primary liaison between agents, state departments of insurance, and insurance carriers to resolve escalated licensing or appointment issues.

**ADT Security Services Boca Raton, FL**

*Accounts Payable Specialist January 2020 to October 2022*

* Lead AP for vendor verification requests for all national and international vendors of ADT and affiliates.
* Audited and corrected the subcontractor and Ariba Vendor Reconciliation
* Reconciled Vendor statements and corrected incorrect invoices
* Managed the phones for inbound customer service requests.
* Processed in excess of 150 Non-PO Invoices daily
* Created and maintained a database for payment terms and methods, IRS reporting, and created and updated vendor profiles.
* Trained new hires and current employees on invoice processing, software systems (Mark View, Ariba, Excel) and client services.

**Chetu, Inc Plantation, FL**

*Accounts Payable Specialist September 2019 to July 2020*

* Managed all accounts payable for an 1800+ employee with over 20 offices internationally.
* Ordered, maintained, and inventoried all office supplies and employee equipment.
* Created, tracked and processed all invoices using Quickbooks and Excel.

**Triar Seafood Hollywood, FL**

*Office Manager December 2018 to September 2019*

* Maintained all accounts receivables to less than a 10% delinquency rate
* Verified and processed payroll for all employees on a weekly basis to insure timely payment.
* Managed all invoices, customer orders, vendor orders and purchasing of all required materials to fulfill the orders.
* Supervised a team of 6 warehouse employees and 3 office workers.

**The Polo Club of Boca Raton Boca Raton , FL**

*Culinary Administrative Assistant Nov 2016 to Nov 2018*

* Acted as a liaison between the Chefs and the Purchasing Manager to ensure that all inventory information is accurate and timely in Food Trak system.
* Administered and monitored incoming invoices for accuracy including pricing information, and order submission for over $5,000,000 of inventory annually.
* Maintained relationships with outside vendors and the culinary department as needed or directed by the Director of Culinary Operations.
* Verified all cost of special functions and banquets and completes monthly cost sheets.
* Followed through with requisitions and inventory deadlines.
* Organized and distributed all current cost and budget information.
* Coded all purchasing invoices to insure accuracy for both accounts receivable and payable.
* Coordinated activities with the Director of Culinary Operations.

**LRC Products Inc. Fort Lauderdale, FL**

*Office Manager Sep 2008 through Nov 2016*

* Maintained and handled all accounts receivables and accounts payable.
* Verified and processed payroll for all employees to insure timely payment.
* Managed all invoices, customer orders, vendor orders and purchasing of all required materials to fulfill the orders.
* Supervised a team of 10 warehouse employees in 2 different facilities.

**Education**

**Johnson & Wales University Charleston, SC**

*AS in Baking and Pastry May 1999*

Vice-President of Ice Carving Club

Active participant in the Pastry Club

**Broward Community College Coconut Creek, FL**

*AA in Fine Arts May 1997*

**Proficiencies**

Quick Books Advanced

Microsoft Word Advanced

Microsoft Excel Intermediate