

ANASTASIA WELSH

Licensing Compliance Supervisor

✉ Welsha23@gmail.com

📞 518.573.3853

EXPERIENCE

2020
Present

LICENSING COMPLIANCE SUPERVISOR

3H Corporate Services, LLC | Saratoga Springs, NY

Currently works exclusively in the Insurance Division specializing in agency and individual insurance producer/surplus lines licensing, surplus lines policy reporting and tax filing, and licensing compliance in all States and Canada. Corresponds directly with current clients, prospective clients and various State Insurance Departments. Files ownership/officer changes, address changes, name changes, criminal background updates, license surrenders, resident State license conversions, and DBA/Fictitious Name filings with the Department of Insurance in all States. Obtains criminal background from various State clerk offices for client license applications and statutory reporting. Obtains insurance bonds for client license applications upon request. Submits Surplus Lines and Adjuster Self-Appointments with the FL Department of Financial Services. Runs and analyzes reports to track and maintain business entity/individual insurance license renewals, continuing education, and projects/tasks. Oversees the insurance licensing team with client correspondence, Department of Insurance filings, escrow managing, and project management. Works with the VP of License Compliance to prepare and file the requisite business entity insurance documents for specialty insurance licensing (including Reinsurance Intermediary, Premium Finance, and Managing General Agent licensing). Calculates quotes for client tasks/projects. Gives demos of ComplianceHUB software as part of Creative Compliance Software Solutions, LLC (A specialized corporate services, licensing, insurance search engine and task managing software). Assists sales team with prospective client licensing needs and requests. Focuses on quality service, efficiency, and client satisfaction.

2018
2020

ASSOCIATE PROJECT MANAGER

3H Corporate Services, LLC | Saratoga Springs, NY

Focused on insurance licensing compliance including submitting producer/ surplus lines license applications and renewals, surplus lines policy reporting, and licensing compliance research. Corresponded directly with various State Insurance Departments via email, phone calls, and State websites/portals. Filed agency and individual license changes and business filings with the Department of Insurance in all States. Maintained business entity and individual insurance license renewals, continuing education, and projects/tasks. Trained incoming licensing team members. Assisted with official company website and ComplianceSAGE data building (Insurance Licensing Search Engine). Assisted with giving insurance licensing and task managing input for the building of our new company software. Organized any in-house company event or group/team event/meeting.

2016
2018

ADMINISTRATOR

3H Corporate Services, LLC | Saratoga Springs, NY

As part of the Corporate Division, filed business entity annual reports and State qualifications with the Secretary of State. As part of the Agent Services Division, assisted with maintaining business entity registered agent services for clients. Assisted with company website and ComplianceSAGE data building (Insurance Licensing Search Engine). Submitted individual producer license renewals, applications, and legal name changes. Filed ownership & officer changes, address changes, name changes, license surrenders and DBA filings with the Department of Insurance in various States. Obtained and reviewed individual continuing education transcripts in all States. Researched resident individual initial license requirements. Obtained agency and individual license copies in all States. Managed office supplies and orders.

2018
Present

RESIDENT BALLET INSTRUCTOR

Class Act Dance | Saratoga Springs, NY

Teaches students to improve their technique in concert with their strength training and supplemental classes.

2013
2016

PROFESSIONAL BALLET DANCER & CHOREOGRAPHER

Manassas Ballet Theatre | Manassas, VA

Professional Ballet Dancer and Choreographer. Events coordinating, performance planning, and company correspondence alongside the Artistic Director. PR appearances, Outreach, TV and Newspaper Interviews.

2009
2013

HOUSE MANAGER & EVENTS COORDINATOR ASSISTANT

Mercyhurst Conference & Events Center | Erie, PA

Events management and coordinating, hospitality, and facilities management. Oversaw and organized ushers and volunteers for events including concerts, galas, conferences, gallery openings, and traveling performances. Database coordinating, scheduling, and data input. Created manual for employee database training.

2012
2013

ARTS ADMINISTRATION INTERN

Erie Dance Conservatory | Erie, PA

Worked with Artistic Director on repertoire planning, marketing, promotion of all performances, lecture demonstrations, and upcoming events. Worked with Artistic Director and the Board of Directors on planning, executing, and following up with fundraising and soliciting funds. Aided with writing press releases, calendar listings, and public service announcements for events. Worked with Artistic Director on preparing and updating grants, including foundation, corporation, individual, state, and special grants/gifts.

EDUCATION

2009
2013

BA IN DANCE CHOREOGRAPHY & PERFORMANCE MINOR IN BUSINESS ARTS ADMINISTRATION

Mercyhurst University | Erie, PA

GPA 3.4

2009

The Academy of the Holy Names | Albany, NY

REFERENCES

Available upon request

OBJECTIVE

Dedicated, positive and highly motivated business professional with 8 years experience in the Insurance Licensing Compliance field leading to company growth and increased industry knowledge. Received promotions in recognition for contributions in exceeding year after year goal targets, client satisfaction and training skills.

SKILLS

- Microsoft Office Suite, Windows, Typing speed 56 WPM, ComplianceHUB, NIPR, FINRA Gateway, State Based Systems, SIRCON
- Organized, goal oriented, competitive, problem solver, time manager, perfectionist, creative, critical thinker, leader, reliable

HONORS, AWARDS & NOTEWORTHY ACHIEVEMENTS

- Mercyhurst University - Presidential, Bishop Watson and McMannis Scholarships, Nu Delta Alpha Honors Society
- Academy of the Holy Names – Tea & Tutus (2025) Event Co-coordinator
- Taste of Russia Festival - Event Chair
- Holy Virgin Mary Russian Orthodox Church – Sisterhood President (Current)
- Youth American Grand Prix Competition - Philadelphia - Coached advanced students for world-renowned competition in 2016