



Mariana Usma

Compliance Manager

Contact

+786-760-8875

Restrepoum@gmail.com

Miami Lakes, FL

Education

- Business Administration (3 Semesters)
Florida National University – Miami, FL | 2017 – 2018
Athletic Scholarship Recipient
- High School Diploma
American Senior High School – Miami, FL | 2013 – 2017

Skills

- Regulatory Compliance & Licensing
- Team Leadership & Process Improvement
- Executive & Office Support
- Client Onboarding & Risk Management
- Bilingual Communication (English/Spanish)
- Microsoft Office & Google Workspace
- Document & Data Management
- Time Management & Problem Solving
- Adaptability in Fast-Paced Environments

Language

- English
- Spanish

Professional Summary

- Dynamic and results-driven Compliance Manager with over 6 years of progressive experience in administrative leadership, regulatory compliance, and operational oversight. Proven track record of managing cross-functional teams, streamlining processes, and ensuring adherence to complex regulatory frameworks. Bilingual in English and Spanish, with a strong background in client relations, insurance, and executive support.

Experience

Compliance Manager

Vensure HR

May 2019- Present

- Led the full recruitment lifecycle, including resume review, interviews, onboarding, and employee training.
- Provided leadership support and strategic guidance across multiple departments, including SOS Registration, SOP, client additions and terminations, EPLI, and PEO Licensing.
- Oversaw and managed foreign travel insurance coverage.
- Delivered expert-level agency licensing management, independently handling Life & Health and P&C license applications, renewals, cancellations, appointments, and DRLP updates for agencies.
- Coordinated fingerprinting requirements, identity verification, and regulatory filings through NAIC, state DOI portals, Vertafore (Sircon), and NIPR.

Executive Assistant / Insurance Benefits Specialist

HRMD Management

Jun 2018- May 2019

- Provided executive support to the CEO, including calendar and travel management.
- Managed office operations (AP/AR, inventory, purchasing, customer service).
- Handled billing, insurance verification, and staff training.
- Supported banking activities and bilingual (English/Spanish) communications.

Sales Associate (Part-Time)

Costco Wholesale

Jun 2017- May 2018

- Delivered excellent customer service while supporting product information, inventory control, and order processing.

Administrative Manager (Part-Time)

China Max

Nov 2015- May 2018

- Managed staff scheduling, training, and inventory within budget.
- Supported daily operations and basic budgeting.

Sales Assistant (Part-Time)

Headquarter Toyota

Feb 2015- May 2016

- Supported sales team with customer service and product information.
- Translated documents and communications (English/Spanish).

References

Racquel Shelley

SVP of Compliance

Email

Racquelshelley@vensure.com

Valentina Monsalve

Administrator

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Email: Valmon097@hotmail.com