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## Licensing Specialist Resume

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### Job Objective

To work as a Licensing Specialist for the right company seeking dependable employees. Looking to use my past skills and experience in the specialist field in order to help the company advance.

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### Highlights of Qualifications:

- Experience in analyzing various operations and ensuring compliance with requirements.
  - Operational knowledge of Microsoft Office operations
  - Deep knowledge of annuity products
  - Outstanding ability prioritizing work within required time
  - Immense ability to maintain confidentiality of information
  - Skilled to administer various educational activities and related training
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### Professional Experience:

Licensing Specialist  
Santander Consumer USA Inc., Linwood, NE  
May 2006 – Present

- Coordinated with legal teams and managed all licensing requirements for various businesses.
- Maintained license filling for systems and developed tracking system for same.
- Administered multiple entities according to required qualifications.
- Prepared drafts for all communication with state.
- Monitored and maintained filling system for license applications and prepared annual reports for same.
- Ensured appropriate knowledge of all regulatory changes in department.
- Gathered all loan files and managed state examination of processes.

Licensing Specialist  
Kaplan Compliance Solutions, Linwood, NE  
March 2003 – April 2006

- Managed all license applications and renewals and ensured timely process for same.
  - Administered processing of all internal and external transactions.
  - Ensured optimal level of customer satisfaction and performed research on all issues.
  - Maintained client files for standalone clients as well as companies.
  - Monitored all work according to licensing procedures and regulations.
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### Education:

Bachelor's Degree in Business Administration  
Saint Francis University, Loretto, PA

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