

Kimberly Adamson

EXPERIENCE

09/1999-Present **KMS Automotive Resources, Inc. and
Abraxas Financial Services, Inc.** **Alpharetta, GA**

Sales & Marketing Manager

- Developed website and direct marketing for roadside and extended service contracts
- Market automotive finance and insurance products to agents, dealerships and consumers via web, email and direct mail
- Review and prepare broker agreements
- Maintain relationships between administrators and insurance companies
- Structure offshore reinsurance companies

08/2008-03/2010 **James Madison Salon** **Atlanta, GA**

Office Manager

- Run a hair salon office including: payroll and taxes, keep Quick Books, file and organize office, budgeting, procure insurance
- New hire paperwork, employee manual, employee benefits
- Prepare budget and keep company on track
- Organize and make office more efficient, including: organizing files, keep bills up to date, cut expenses

10/2007-03/2008 **ECC of Georgia (erosion control company)** **Roswell, GA**

Office Manager

I ran the office and financial relationships of a startup business in the erosion control industry. I brought the collections of receivable accounts from 60-90 days (industry standard) to an average of 15-30 days.

- Set up new office with utilities, rent, payroll and taxes, bank accounts and keep Quick Books
- Manage all financial relationships: vendors, clients, insurance
- Manage invoicing and profitability
- New hire paperwork, employee manual, employee benefits
- Organize and make office more efficient, including: organizing files, keep bills up to date, cut expenses, automate payroll aspects and taxes

10/1995-09/1999 **Monumental Credit Insurance Group (AEGON)** **Atlanta, GA**

Reinsurance Specialist and Sales & Marketing

This position required me to monitor the investments of three offshore reinsurance companies, monitor the accounts ceding business for profitability, and maintain relationships with ceding accounts.

- Track investments for offshore reinsurance companies
- Work with AEGON corporate parent and banks in the Cayman Islands regarding investments
- Provide insurance company side information, support and reports to offshore reinsurance companies
- Structured two non-controlled foreign corporations and maintained relationships
- Monitor profitability of agent accounts

02/1993-09/1995 **Chubb Life Insurance Company** **Chattanooga, TN**

Customer Service/Variable and Universal Life Products

- Prepare policy re-proposals and illustrations for variable products
- Series 6 certified – responsible for telephone wire orders and fund transfers
- Internal Resources Team – implemented an automated check request system, established productive working relationships between customer service and other departments and gained access to internal suspense accounts in order to maintain and clear the accounts

PROFESSIONAL DESIGNATIONS AND SKILLS

- Proficient in: Microsoft Word, Excel, Outlook, Power Point, Access, One Note, Publisher, and Quick Books
- Skilled in: Adobe CS5 Suite
- FLMI, August 1995
- Credit Insurance Agent License – GA, MI
- Property & Casualty Insurance Agent License – GA, MI
- Life & Health Insurance Agent License – GA

OTHER

- Roswell Garden Club, Vice President for 4 years
- Helping Hats of Roswell, leader of community group since 2006

EDUCATION

BS, Accounting, Southern College. Collegedale, TN.

REFERENCES

Upon Request