Amanda Collins

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OBJECTIVE

My objective is to find a position where I can utilize my leadership skills, unparalleled work ethic and business minded personality to create systems, procedures and processes that will help drive forward the success of any given department I am assigned to.

EXPERIENCE

Agoura Hills, Ca
October 2020 - February 2021

Resolution Associate

Vitu

Vitu Interstate works with dealerships directly, like Carvana, and assists them in processing DMV paperwork for out of state car purchases needing to be titled in any of the 50 different states. My job started as a final auditor; confirming all documents received from the dealership would pass through any particular titling state without error. I was then promoted to handle the files that needed to be fixed before they were able to go to the state. Our team of 3 cleared 350 deals in 1 month using a tracking/follow-up system I managed through excel. Once those were cleared, I was promoted to the Resolutions team to apply the same process for the deals that had been rejected/held at the state for missing information or incorrect documentation. These rejections were anything from titling errors, reassignment errors, missing requirements, lienholder issues, signing issues, POA issues, lease issues, and trade-in issues; these files were corrected and re-submitted to the state for processing. I handled fee errors, submitted check requests, tracked follow-up on unresolved deals, created tickets for all deals in error, scanned in all deal documents, processed inbound mail, maintained our filing system and managed other team members. I created a department work flow, tracked all follow-up using the divinity que/excel, used available ques to effectively manage and updated/recorded everything through a software program called Jira. During the last two months, our 5 person team processed and resolved 400 files that were either held or rejected by any of the 50 different states.

Simi Valley, Ca
October 2019 - March 2020

Accident, Life and Health Insurance Agent

American Income Life

Assisting Union and Association Members from Camarillo to Bakersfield identify the best benefits package for their situation; including the presentation of a supplemental and life insurance needs analysis. Delivering Child Safe Kits and Family Protection Plans to families within these same areas.

Los Angeles, CA
October 2017 - July 2019

Magazine Correspondent

FabUplus Magazine

Assisted with promotions, events, photoshoots, documenting behind the scenes for their social media, attending trade shows & submitting photography. Educated body positive companies about advertising in FabUplus Magazine; which was a body positive magazine focusing on Lifestyle, Health & Fitness!

Los Angeles, CA
August 2014 - Present

Social Media Influencer

Multiple

Hunter by Target, Unique Vintage, Make It Healthy, Cryoglow, Anita Canada, Ouragami, Shop Navy Jane, Jessica London, Malia Indigo, Go Plus Zone, Fashion Nova, Rosegal, CLAR8TY, Lenny & Larry's Protein Cookie, Graydon Skincare,CT Country Clothing, Creations for a Cause etc.

Santa Barbara CA
February 2004 - October 2014

Financial Associate

Mercer Advisors, Inc.

I was a Financial Associate for a large Wealth Management Firm in Montecito, CA. We worked with high net worth clients; primarily dentists and physicians. I updated client's net worth statements, cash flow statements, and long term home costs. I then used that information to create and update their Long Term Financial Projections using a Monte Carlo Analysis Software called eMoney. I supported our head advisor during face to face meetings; writing the follow-up letter and running support updates during the meeting so clients were able to walk out the door with their new plan. I conducted virtual phone meetings to review their projections virtually as well. I managed the entire new account opening process from personal accounts to full retirement plans and maintained those accounts from a systems perspective for our entire client base. I processed any additional documents needed for transfers, allocation changes, VTQ's, information updates and beneficiary designations. I also managed our teams potential new clients in salesforce and maintained our client CRM to make sure it was up to date at all times. I was assigned to a special team that created an example Financial Game Plan binder that was used company wide to show other teams how all financial game plans were to be put together. I was responsible for answering our team toll free phone number and assisted our lead advisor with calendar management, travel needs, conference support, and any other support requested. When I transitioned out of this position, our team was responsible for managing over $800 million dollars in Assets Under Management.

EDUCATION

California
2020

Accident, Life and Health Insurance Agent

Insurance License

Passed the California State Licensing Exam with an 89% after studying for 2 weeks.

Malibu, CA
2000

Bachelor of Arts, with an Emphasis in Education

Pepperdine University

Received a full ride scholarship to play division 1 volleyball. Passed the CBEST upon graduating.

Santa Barbara, CA
2014

Certified Financial Planning (CFP) Courses

UCSB & UCLA

Passed all courses to sit for the CFP Exam.