

# PHILLIP S. MARTIN

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## Professional Summary

Successful leader within a corporate environment as an audit manager impacting both internal and external operations to improve efficiencies, client services and team performance. Possesses expansive knowledge in auditing procedures including strengths in understanding and guiding proper implementation of regulations and policies as well as the ability to establish protocols and processes to monitor and improve business activities. Skills and abilities to assimilate compliance information, risk management, root cause identification, creative thinking, problem solving and tactical communication skills. High level competency with excel and other Microsoft applications and data analytics utilizing Cognos.

## Qualifications

- Organizational approach to enhance efficiencies and operations
- Utilization of data to improve processes and procedures
- Interface with commercial and public clients (insureds), and auditing their books
- Analyzing markets and developing relevant financial metrics
- Managing resources, marketing and bookkeeping
- Experience managing team members and vendors
- Proven ability to work independently and complete assigned projects in a timely manner
- Conducting safety and risk assessments and implementing or directing appropriate corrective action
- Self-motivated and able to work with teams both as a leader and as a member
- Proficient with Microsoft Word, Excel, Outlook, Access, Cognos and Exactimate as well as other IT systems
- Comprehensive knowledge of insurance premium auditing
- Previously held Kansas insurance licenses for property, casualty, life and health

## Experience

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|--|---|
| Premium Audit Manager<br>Columbia Insurance Group  | February 2016-Present<br>Columbia, MO             |
| <ul style="list-style-type: none"><li>• Oversee audit processes for over 18,000 commercial policies</li><li>• Manage vendor contracts</li><li>• Internally audit vendor production to ensure procedural compliance</li><li>• Conduct audits of key accounts</li><li>• Handle all audit inquiries and disputes</li><li>• Serve on emergency response team</li><li>• Represent CIG at community and agent events</li></ul> |   |
| Premium Auditor<br>The Audit Store   | September 2015-February 2016<br>Oklahoma City, OK |
| <ul style="list-style-type: none"><li>• Audit payroll and sales for Workers Compensation and General Liability</li><li>• Review company files and documents regarding coverage</li><li>• Prepare detailed spreadsheets and notes to support audit findings</li><li>• Schedule all appointments with policyholders</li></ul>  |   |

Premium Auditor January 2014 – September 2015  
CompSource Mutual Oklahoma City, OK

- Audit payroll and sales for Workers Compensation
- Review company files and documents regarding coverage
- Prepare detailed spreadsheets and notes to support audit findings
- Schedule all appointments with policyholders

Premium Auditor July 2013 – December, 2014  
Phillip Martin Consulting Wichita, Kansas

- Audit payroll and sales for Workers Compensation and General Liability policies
- Review company files and documents regarding coverage
- Prepare detailed spreadsheets and notes to support audit findings
- Performed test audits at policy inception
- Schedule all appointments with policyholders
- Safety reviews and risk assessments
- Loss control property appraisals and potential loss risk assessment

Insurance Agent and Co-Owner December 2012 – June 2013  
Martin and Sims Insurance Services Maize, Kansas

- Market Property and Casualty products to potential commercial clients
- Manage prospective coverage through system
- Communicate with insurance companies to secure best ratings and premiums
- Explain coverage similarities, differences to potential client and make sale
- Confidentiality and Privacy always maintained

General Manager May 2010 - December 2012  
ServiceMaster Wichita, Kansas

- Respond to insurance disaster claims
- Manage up to 15 employees
- Assign daily tasks to field employees
- Managed disaster (fire, water) cleanup and restoration with timely completion
- Safety manager
- Completed estimates for potential customers and follow up to secure business
- Bookkeeping and billing of insurance companies

Premium Auditor January 2001 – May 2010  
Essential Insurance Services Denver, Colorado

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### **Education**

Currently enrolled for Masters, Business Administration  
Bachelor of Science in Business  
Focus in Accounting - Magna Cum Laude

WGU Missouri, St. Louis, MO  
Wichita State University, Wichita, KS

