



Candidate 4224

Sales & Customer Service Specialist

PROFILE

Progressive professional with over 10 years of sales and customer retention experience. Observation, perseverance, and determination are my foundations for success. I bring positivity, motivation, and a strong work ethic to my team. Consistently accomplishing set goals to achieve success is rewarding, and I'm always looking to raise the bar.

CERTIFICATIONS

Licensed Property & Casualty Agent – Michigan

SKILLS

- Accurate & Fast Typist
- Interpersonal Communication
- Leadership
- Adaptability
- Critical Thinking
- Problem Solving
- Time Management
- Organization

EDUCATION

Community College 2009 - 2011

Associates
Focus: Business

Technical Center

2006 - 2008
Successfully completed marketing program

High School

2004 - 2008
High School Diploma

WORK EXPERIENCE

Allstate - Senior Licensed Agent

October 2019–Present

Consistently met sales targets and generated new business through networking and referrals. Built and maintained client relationships while understanding and meeting their needs. Provided guidance and product knowledge. Assisted in marketing & advertising. Collaborated with underwriters, lenders, and banks on client's behalf. Prepared routine administrative and financial paperwork. Kept up to date with industry trends and regulations. Solved technical, customer, and data issues regularly in a timely manner.

Youth Consultant

December 2017– October 2019

Attended company meetings to help increase revenue and marketing campaigns. Dealt with customer complaints and solved them to satisfaction. Helped intake all incoming products. Assisted in closing procedures, accounting for all daily income.

Lawncare & Snowplowing - Secretary

September 2014 – November 2017

Conducted and submitted bids for potential projects. Organized schedule for new and existing jobs. Contacted suppliers to source needed materials. Responsible for intake and storage of paperwork.