

Candidate 7861

Motivated Licensed Sales Producer with over 2 years of experience in sales and over 7 years of customer service. Extensive experience in clerical work, marketing, and Microsoft office. She is organized, hard working, persistent, determined, enthusiastic, thorough, and has academic experience in business and animal science.

Erin is interested to work in a field that will match her skills, has opportunity for growth, and that will be proud of the success of their employees.

Work Experience

Policy Support Manager

Jonathan Waters Allstate Agency
August 2021 to Present

- Obtained and maintained Property & Casualty Licensing from 2021-present.
- Identified customer needs, sought clients, provided information, answering to inquires, submitting applications, wrote reports, maintained client records
- Followed up with insured individuals regarding premium and deductible payments
- Calculated premiums of different types based on risk assessment
- Achieved over 200 cold calls daily

Receptionist/Manager

Vital Beauty Bar
May 2019 to August 2021

- Maximized business efficiency by completing thorough and accurate daily management tasks such as overseeing registers, organizing inventory, and delegating tasks
- Set, enforced, and optimized internal polices to maintain efficiency and responsiveness to demands
- Organized promotions to boost product sales by promoting services and products over social media platforms

Veterinary Technician

Blue Ridge Animal Hospital
February 2020 to January 2021

- Conducting initial pet examinations, including interviews with pet owners, reviews of past care, completing laboratory tests and diagnostic imaging
- Taking vitals, collecting samples, and bandaging wounds
- Making sure all in house pets were fed, watered, and kept in a clean environment
- Maintaining documentation and animal are records
- Suggesting preventative care and maintenance health plans to pet owners

Education

Bachelors in Animal

Auburn University of Montgomery

August 2018

Associates Degree in General Sciences

Chattahoochee Valley Community College

August 2017 to July 2018

High School Diploma

Hooper Academy

August 2015 to May 2017

Skills

- -Microsoft office
- Administrative
- Flexible and Adaptive
- 70 wpm with 100% accuracy
- Excellent time management
- Comfortable in working in teams or alone
- Relatable to customers
- Adept with Outlook
- Analytical decision making
- Planning

Certifications and Licenses

Property & Casualty License