

# Candidate 3879

PA

## Work Experience

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### **Office Manager**

State Farm Mutual Automobile Insurance Company - PA  
February 2022 to Present

I manage the office, answering phones, taking walk ins, doing the tasks and case for the day. I also do sales, life, auto and home.

### **F&I Manager**

PA  
February 2021 to February 2022

Sell warranties and help with their banking needs. Right loans for the banks and make sure deal are funded in a timely manner.

### **Life Insurance Agent**

Primerica - Pennsylvania  
February 2021 to February 2022

I sell life insurance and auto/home insurance.

### **F&I Manager**

PA  
August 2016 to October 2020

I take and run credit applications, acquirer the best interest rate for customers, and input the customers information. I then explain our products to the customer including service contracts and guide customer through the signing process.

### **Loan Operations**

PA  
February 2013 to August 2016

#### Responsibilities

I import loans onto a program called LQAS. I am the last person to catch mistakes. So I am to check all documents to make sure they are signed, that the information is correct, and that all documents are in the loan packet that are needed.

#### Skills Used

I do all my work on the computer so I have learned different ways to navigate the programs I use and the computer in general.

## Education

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### **High School Diploma in Advanced College Prep and Business/Accounting**

High School - PA

1994 to 1997

## Skills

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- Management
- Sales
- Customer Service
- Salesforce
- retail sales
- Dealership Experience
- Financial Management
- Home Care
- Senior Care
- Financial Report Writing
- Accounting
- Special Education
- Insurance Sales
- Microsoft Excel
- Microsoft Word
- Microsoft Office
- Phone etiquette

## Certifications and Licenses

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**Drivers License**

**Property & Casualty License**

**Life Insurance License**

**Certified Notary Public**