

Candidate 4483

TN

Work Experience

State Farm Team Member

State Farm- TN
May 2023 to Present

Community outreach and outbound Property and Casualty sales to protect assets of past, present and future clients.

Parts Specialist/ Driver

6 Years

Small operation between 4 colleagues; Providing service advice & services. These include: Custom motor swap, Conventional motor repair, Aftermarket/OEM modification or servicing of wearables (Brakes, bushings, etc.) and fluids.

Remote Campaign Advocate

2 Years

Outbound Sales

Administrative Assistant/ Dispatcher

10 Years

Brokerage
Dispatching
payroll
Administrative Assistant
Clerical
Bookkeeping

Floor Manager

1 Year

Duties: Oversight of over eleven colleagues, Inventory and product placement management in largest department in store. Increased efficiency of receiving to floor procedures. Accomplishments: within first three weeks of employment; increased store tier rating, stability, operations and production.

Sales Consultant

10 Monrha

Sales Consultant

Customer Service Representative

1 Year

Sales/Customer Service

6 Months

Call Center Customer Service Rep

Financial Planner

10 Months

Education

Some college in Engineering Technology

TN

High school diploma

High School - TN

Skills

- Microsoft Office: Excel, Word, Outlook (4 years)
- Information Technology: Printer/Scanner Proficiency, Windows/Mac/Linux OS, troubleshooting, Device setup (6 years)
- Office Applications: Office/Phone etiquette (6 years)
- Insurance: Producer/ Sales (1 year)
- Accounting: Payroll Management, Quickbooks, Bookkeeping (6 years)
- Administrative Assistant (6 years)
- Sales
- Customer Service
- Word
- Powerpoint
- Outlook
- Microsoft Office
- Marketing
- Cold Calling

- Operating Systems
- Telemarketing
- Technical Support
- Workday
- Administrative & Business Operations (6 years)
- Google Docs (7 years)
- Outbound Sales
- Product Management
- OEM
- Mac OS
- Salesforce
- Analysis skills
- Customer relationship management
- Account management
- Windows
- SAS
- Insurance sales
- Operating systems
- Accounting
- Customer service
- Workday
- Negotiation
- Conflict management
- Underwriting
- Automotive repair
- CRM software
- Profit & loss
- Clerical experience
- Bookkeeping
- Communication skills
- Sales
- Computer skills
- Outside sales
- Workers' compensation law
- Inside sales
- Customer support

Links

Certifications and Licenses

Driver's License

All Lines FL Certified Adjuster License

January 2024 to January 2026

Property & Casualty License

April 2024 to July 2026

Life & Health Insurance License

2014 to 2016

Personal Lines License

Assessments

Work style: Reliability — Proficient

June 2024

Tendency to be reliable, dependable, and accountable at work

Full results: [Proficient](#)

Work motivation — Proficient

July 2021

Level of motivation and discipline applied toward work

Full results: [Proficient](#)

Sales fit — Proficient

February 2024

Measures the traits that are important for success in sales positions

Full results: [Proficient](#)

Attention to detail — Proficient

March 2022

Identifying differences in materials, following instructions, and detecting details among distracting information

Full results: [Proficient](#)

Management & leadership skills: Planning & execution — Proficient

June 2023

Planning and managing resources to accomplish organizational goals

Full results: [Proficient](#)

Management & leadership skills: Impact & influence — Proficient

June 2023

Choosing the most effective strategy to inspire and influence others to meet business objectives

Full results: [Proficient](#)

Supervisory skills: Motivating & assessing employees — Proficient

August 2020

Motivating others to achieve objectives and identifying improvements or corrective actions.

Full results: [Proficient](#)

Basic computer skills — Proficient

June 2023

Performing basic computer operations and troubleshooting common problems

Full results: [Proficient](#)

Outside sales — Proficient

June 2024

Understanding and responding appropriately in sales scenarios, and performing common sales calculations

Full results: [Proficient](#)

Customer focus & orientation — Proficient

July 2021

Responding to customer situations with sensitivity

Full results: [Proficient](#)

Outside sales — Proficient

March 2023

Understanding and responding appropriately in sales scenarios, and performing common sales calculations

Full results: [Proficient](#)

Scheduling — Proficient

March 2022

Cross-referencing agendas and itineraries to avoid scheduling conflicts

Full results: [Proficient](#)

Recruiting — Proficient

June 2023

Managing the candidate sourcing and selection process

Full results: [Proficient](#)

Written communication — Proficient

July 2021

Best practices for writing, including grammar, style, clarity, and brevity

Full results: [Proficient](#)

Spreadsheets with Microsoft Excel — Proficient

July 2021

Knowledge of various Microsoft Excel features, functions, and formulas

Full results: [Proficient](#)

Administrative assistant/receptionist — Proficient

July 2021

Using basic scheduling and organizational skills in an office setting

Full results: [Proficient](#)

Verbal communication — Completed

January 2024

Speaking clearly, correctly, and concisely

Full results: [Completed](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.

Additional Information

Skills

Microsoft Office: Word, Excel, Outlook

Proficiency

Administrative: Quick books, Payroll

Assistant/Accountant/Clerical Management, Filing,

Printer/Scanner

Proficiency, Labeling,

Office/Phoning Etiquette,

Scheduling

Information Technician: Microsoft Windows/Mac

OS/Linux setup and

troubleshooting proficient,

Device setup and cable

management,