

Candidate 4286

Thank you for taking time out of your day to review my resume. The process of which can be so daunting not only for all the hundreds of resumes you receive and have to review, but also for all of us who remain faceless and just an email or paper cluttering your desk. It leaves you to wonder, who this paper really is? Why should I call this particular one? What can this prospect bring to this position I have been tasked to fill? Then us faceless job seekers ask ourselves, what do I say to grab their attention? How can I stand out? What are they looking for, and then if you are a musical lover, like myself you start getting a song from A Chorus Line stuck in your head. Resumes are great for keeping track of jobs and job positions and skills you picked up at each job, but it is so very impersonal and dry, it ends up just being another thing to clutter your mailbox with. I do not want to be clutter. I am not clutter at all. I am a highly driven, self-motivated person, who is seeking out the right path for me. A path where I can be a leader amongst my peers. A place where I can grow and help grow the company. A home away from home. The following resume will only give just a small synopsis of myself. It will show the places I have worked, the skills I picked up, and my education. However, it is not going to show my personality. My spark for learning. My highly developed ability to get in front of someone I do not even know and just strike up a conversation. It will not show how fast I can adapt to change or my ability to think quickly and have something to say to keep a conversation going. I know my resume may seem like I have bounced around from one job to the next, but a few were temporary jobs, and some were just not the right fit. However, I learned a lot of skills and I learned a lot about myself. These are just some of the skills and abilities I have discovered in myself over my working career. I appreciate the time you took out of your busy schedule to read over my resume and for your consideration. I would love the chance to sit down with you one on one and see if I am right fit for you, and if you are a right fit for me.

Sincerely,
Candidate 4286

Work experience:

September 2020 to Present

State Farm

Sales Manager

Managed a sales team of 5; developed strategies to promote the company's products and services; hired, trained and motivated sales team, prepared and assigned sales tasks; prepared sales forecasts; established goals; contributed to meet sales targets; as the only licensed life/health agent in the office I met those sales goals; handled customer service questions and delegated those tasks and handled any and all complaints.

August 2018 to September 2020

New York Life Agent

As a licensed Agent of New York Life Insurance Company I offered a variety of products that helped our clients meet a number of insurance and financial needs, including, but not limited to college funding, retirement, managing costs for extended periods of care and lifetime income strategies. Successfully attended numerous networking events where I gained prospects whom we turned to clients. Made numerous cold calls and warm lead calls. Developed strategies and plans for building our book of business. Set up events for client appreciation as well as our fellow coworkers to bring a sense of team.

Made travel arrangements for my business partner and organized his office. Developed several relationships with local businesses for not only networking, but to help them with their business plans and retirements.

April 2018 to July 2018

Product Specialist/Sales

Certified in Chrysler/Jeep/Dodge/Ram as well as a certified Jeep Expert. Provided extensive customer service to all clients and customers. //understood vehicles by studying characteristics, capabilities, and features; compared and contrasted competitive models. Developed buyers by maintaining rapport with previous customers; suggested trade-ins; greeted walk ins, and responded to inquires. Closed sales by overcoming objections and asking for the sale. Demonstrated vehicles by explaining features and taking test drives. Sat with the prospect and got to know them and found out what their needs were in comparison Introduced them to our service department to further build rapport and longevity as a client. March 2012 to Present Teacher Homeschool 4 children of various ages, one of which is now a civil engineer in the United States Air Force. Develop effective lesson plans and subject curriculum and administer tests and assessments. Discuss material learned and set goals for the week for each student to obtain. Initiate, plan, and implement specific learning guidelines. Provide help were needed and encourage the student to learn and find results on their own, thereby giving them tools in preparation for college.

July 2015 to Present

Lead Makeup Artist

TX

Apply special effects make up and paint faces of over 100 actors ever Friday and Saturday night during haunt season, to scare patrons.

February 2016 to Present

TX

Social Media/Membership Chair

Administer and run all social media: Facebook page and group, Twitter, and YouTube accounts. Edit video and post videos across all social media accounts. Post upcoming lectures and events and advertise across the web. As well as administer the main website and keep membership accounts up to date, including inputting payments, editing membership information and profiles. Send email across the membership database newsletters and any information needed. Attend monthly executive board meetings to present information, vote on any financial distributions, vote on scholarship awards and amounts to be awarded, discuss plans of actions and votes if needed, report on memberships and social media accounts.

October 2010 to April 2011

Farm - TX

Administrative Assistant

Compiled and sorted documents, such as inventories, supplies and market sales. Responsible for accurate daily record keeping and filing. Maintained feed reclaim targets, ensured proper rations and allocations. Kept an audit to ensure feed allocations are budgeted properly. Maintained housekeeping and laundry for bio-security. Assisted in keeping supplies and veterinary medication costs within budget. met deadlines for special projects. audited invoices against purchase orders and research discrepancies. prepared vouchers, invoices, reports and other records and reviews for accuracy. compiled cost reports and balance sheets. reconciled report discrepancies and problems. reviewed balancing and interpreted computer reports and made corrections. assisted employees or customers by answering questions related to accounts, procedures, and services.

July 2008 to October 2010
homemaker

May 2008- July 2008

Part time Call Center Executive

At a political campaign headquarters, would make fundraising calls and election poll calls for Congressman, Senators and other political leaders.

Nov 2004-May 2008
Homemaker

Feb. 2004 - Jan. 2005

Homes

Construction Coordinator

Would set up dates and times for all construction phases and inspections for their newly built homes, also paid bills and processed the budgets and reviewed them to make sure the appropriate funds were disbursed evenly and also helped the construction managers present these findings to the corporate office.

May 2001-January 2003

Bar & Grill

Club Manager

Worked my way up from bartender to manager in a little over three months. I was in charge of ordering the bar's supply of alcohol and what specials the bar would have and when. Also was in charge of hiring and firing all employee's for my shift as well as their payroll. I chose what songs that the DJ was allowed to play and what sporting events are to be watched on the TVs. I was also the one who handled unfortunate situations that should arise, i.e. drunk and disorderly.

Nov. 2000-May 2001

Executive Practice Assistant

Assisted one of the top producing brokers in the firm, handled all paperwork and established accounts, prepared for all meetings, ran asset allocations and financial independence analysis, established cost basis, placed trades and kept track of all incoming production.

Aug. 2000- Nov. 2000

Information Specialist

Provided company wide telephone support for registration, commissions, operations, trading, Vision 2020 and Marketing general inquiries and provided account and other information for field and product sponsors and representatives by performing the following duties. Documented each call for follow up by accurate and timely keyboarding of information into contact management systems. Searched on-line company records to obtain information requested by customer. Took total ownership in providing accurate response to requests for information. Served as a liaison between registered representatives and home office departments and Pershing (clearing Firm). Engaged in problem solving and prioritization to provide appropriate and accurate response to requests for information. Analyzed problems, came to a

resolution, and caused the correction of company records to adjust errors. Then was promoted and transferred to work for The House Holder Group.

Sept. 1999-May 2000

Administrative Assistant

Sales assistant to the branch manager and his son, quoted Stocks, typed letters, helped clients with there accounts and opening new accounts, faxed, in charge of ordering lunches for the office during meetings, supervised brokers when taking continuing education classes and tests, checked mail and faxes for compliance, backed up the cage when they were sick or on vacation, ordered brochures for the brokers, made travel arrangements for the whole office.

May 1999 - Sept. 1999

Executive Secretary

Oversaw Accounts Payable, Accounts Receivable and payroll. Over saw sales department and data entry. Also typed legal letters for the president while taking dictation and made presentations by using MSOffice and Power Point. Also kept track of inventory.

Nov. 1998-May 1999

Staffing

Receptionist

Temporary work as a receptionist with Security, Financial, and Independent Insurance Groups.

June 1998-Oct. 1998

Military, Germany

Senior Sales Associate

Fitted soldiers with uniforms, ran the cash register, and did refunds.

1996-1997

Ford

Office Assistant

As part of a work release program in high school that I gained high school and college credits. There I preformed general office duties: typed, filed, faxed, and copied paperwork. After I graduated high school a year early they hired me for the summer to continue my position and also filled in for the receptionist on her lunch breaks and her days off. It was a 50 line phone switchboard.

1996

Tire

Office Assistant

As part of a work release program in high school that I gained high school and college credits. There I preformed general office duties: typed, filed, faxed, and copied paperwork.

Education 2000-2002

University Bachelors in finance

1998 - 2000

College - Transferred