

Candidate 4271



NC

Hardworking, highly motivated, and adaptable professional, eager to lend combined knowledge and skills to enhance business performance. I operate well in both individual and team capacities, leveraging seasoned work ethic to quickly adapt to different processes and drive company objectives. Resourceful and results-driven with a passion for growth and efficiency. Organized, ready to apply knowledge and unique abilities such as emotional intelligence, and interpersonal skills to any task at hand for the benefit of the company, customer, and overall success.

EXPERIENCE

Assistant Underwriter

Group | NC | January 2019 – July 2022

- Coordinated underwriting processes for new and renewal business by pulling reports and data for underwriters.
- Reviewed endorsement requests to suggest approval or denial or request additional information.
- Trained multiple new employees.
- Completed various extra tasks for the company beyond my position.

Dance Instructor

Dance Center | NC | February 2019 - November 2021

- Planned and oversaw group, couples and individual dance performances.
- Assisted with coordination and administration of complete dance program.
- Offered one-on-one instruction to students by appointment.
- Utilized different styles of teaching to accommodate students of all capabilities.
- Communicated with students and parents in person, via email and by phone to resolve issues and answer questions.
- Choreographed several dance numbers for schools, private studios, and individual's year-end recital.

Insurance Agent

State Farm Insurance Agent Team Member | NC | July 2022 – Current

- Interpreted insurance policies and explained coverage to clients.
- Analyzed clients' current insurance policies and suggested additions or other changes.
- Used company software to analyze customer coverage needs, write quotes, and issue policies.
- Obtained underwriting approval by completing application for coverage.
- Performed administrative tasks, such as maintaining records and handling policy renewals.

SKILLS

- Positive Attitude and Energetic
- Call Answering and Routing
- Customer Service
- Appointment Scheduling
- Mail Preparation and Sorting
- Microsoft Office
- Microsoft Excel
- Policy Renewals
- Billing Procedures
- Underwriting Processes
- Office Support
- Data Entry and Database
- Adaptable and Flexible
- Class Leadership
- Accounting
- Extroverted personality with energetic and enthusiastic people skills
- Competition Experience