

Candidate 4269

UT

Authorized to work in the US for any employer

Work Experience

Licensed Sales Producer

Allstate Insurance - UT
March 2021 to Present

As a Licensed Sales producer I create new business for the company writing insurance policies for property and casualty. Record breaking sales my first month and helped triple company sales this last year.

Instacart Shopper

Instacart - UT
November 2019 to February 2021

Provide customers with excellent customer service while shopping and delivering full service orders.

HR Director

HomeCare - UT
January 2020 to January 2021

Responsible for hiring/firing CNAs, RNs and Caregivers for in-home home care for over 1,500 hours per week of care. Responsible for all of the recruiting and was specially selected for a free trial with Indeeds Virtual Hiring Event because of the success I have had through Indeed. Created and implemented COVID-19 protocols and procedures. As the director of the Human Resources department I oversaw more than 70 CNA's and Nurses as well as created and enforced company procedures and training. I also handled any lawsuits or unemployment cases that were filed with the company.

Starbucks Shift Supervisor

Starbucks - UT
June 2019 to March 2020

Responsible for running the shift and employees standards. Responsible for all of the money in the store including deposits and safe balancing. Responsible for inventory management including placing daily and weekly orders. Responsible for training and correcting baristas in our store.

Level II In Field Sales

CA
October 2016 to June 2019

Managed two territories in Northern California selling, installing and repairing medical tech equipment for hearing impaired. I was promoted in my position and beat company records for sales several times. I would meet with Audiologist offices and pitch our equipment as well as speak at tech conventions presenting our latest technology to the public.

Executive Administrative Assistant

Church - IL

June 2014 to October 2016

Responsible for running the services, online marketing, book keeping and management of employees.

Executive Administrative Assistant

IL

August 2011 to August 2013

Managed accounts and data entry for current and new clients. Managed the marketing for the company including sending out over 400 letters a week. Handled a variety of tasks for tenants including utility management and accounting.

Pastoral Intern

Church - IL

August 2011 to May 2012

This internship included my responsibilities as the main administrator and teacher/cowriter of a curriculum which is now being used all over the United States and in several other countries for equipping new ministry leaders. I also lead several groups and had pastoral responsibilities including suicide prevention and counseling.

Private English Tutor

self-employed - IL

January 2011 to May 2012

Tutored Chinese students age 6-10 in English. I created my own curriculum based on some ESL training I received while in Taiwan and Thailand. The curriculum was a range of playing games with word pronunciation and teaching them how to read as well as helping with their homework from school that was in English.

Internship

Home Health Care - WI

June 2008 to August 2008

Interned under the HR department assisting in recruiting, interviews, payroll for over 1,000 employees, event preparation, and employee retention programs.

Internship

Christian School - Tainan, Taiwan

June 2007 to August 2007

This internship was a diverse range of experience. Monday-Friday I would help teach English to Taiwanese students ranging from age 5-15years old. I also helped with their ministry on the weekends and was a counselor for a youth camp they put on with thousands of Taiwanese students.

Education

Pastoral Degree in Divinity

Leadership Institution - IL

August 2011 to June 2013

Ministry Degree in Counseling/Missions

School of Supernatural Ministry - CA

September 2010 to June 2011

Missions Training in Missions/Teaching

CO

September 2009 to May 2010

High school diploma

Christian Academy - IL

August 2004 to May 2009

Skills

- Sales
- WordPress
- Telemarketing
- Marketing
- Management
- Presentation Skills
- Office Management
- Bookkeeping
- Home Care
- Google Analytics
- Human Resources
- Insurance Sales
- Equipment Repair
- Cold Calling
- Underwriting
- Account Management
- Data entry
- Microsoft Office
- Microsoft Excel
- Individual / Group Counseling
- Upselling
- Event Planning
- Human resources
- Lead generation
- Administrative Experience
- Quality Assurance
- Recruiting
- QuickBooks

- Leadership
- Bilingual (8 years)
- Digital Marketing
- Payroll (2 years)
- Personal assistant experience (4 years)
- B2B sales
- Writing skills
- Communication skills
- Customer service
- Paylocity
- B2B sales
- Time management
- Sales
- Insurance sales
- Communication skills
- Telemarketing
- Cold calling
- Customer service
- Marketing
- Leadership
- Digital marketing
- Office management
- Human resources
- Quality assurance
- Upselling

Languages

- Spanish - Fluent

Certifications and Licenses

Property and Casualty License

March 2021 to March 2025

License to write property and casualty insurance in the state of Utah.

Pastoral Certification- VLI

May 2012 to Present

Certificate of pastoral training completion. Ordainment with the Church in Illinois.

Driver's License

Insurance Producer License

Professional In Human Resources

Property & Casualty License