

**Candidate 4157**  
**Maine**

**Experience:**

**Sales Producer** – Mar 2023 – Present

**State Farm** – Maine

Licensed Insurance producer with active P & C as well as Life and Health. Worked sales and service. Assisted with Customer service needs. Completed endorsements as well as deposits.

**Inventory Specialist** – Jan 2023-Feb 2023

Maine

Count store products with a degree of accuracy. Report, compare physical counts with store accounts.

**Licensed Sale Producer** - Nov 2019 – Jan 2023

**Allstate** - Remote

Licensed Insurance Producer P & C and Life and health -License resident producer in Maine, NH, VA and MD  
Worked sales and service. Helped customer with their home/auto/renter/event insurance.

**Marketing Manager** – Jan 2013 – July 2019

Maine

Monitor, review, and report on all marketing activity determine and manage the marketing budget. Develop and implement marketing plans and projects for new and existing products. Oversee Deli (QSR), Oversee all managers and hiring, Compiled and Implemented Managers Guide and Cashiers handbook.

**Manager** – Dec 2008 – Jan 2013

Maine

Conduct all operations from Daily paperwork to hiring and training new staff. Solving everyday problems with a solution that benefits CNB and its customers. Making changes with fore thought of all safety and company rules and regulations. Maintained car wash. Coordinate financial and budget activities for maximum operational efficiency, review performance data sales and activity reports. Over seeing a budget. Delegate work duties to staff.

**Cashier/Assistant Manager** – Sept 2008 – Nov 2008

Maine

Greeted Customers, Handled cash and credit card transactions. Stacked merchandise. Scheduled employees.

**PTF Clerk** – Feb 2002 – Feb 2007

**United States Postal Service** – Maine

Sorted and distributed mail, Flash reports, Vehicle Maintenance, Payroll, Passport certified.

**Casual Clerk** – Aug 2001 – Feb 2002

Sorted and distributed mail.

**Full Charge Bookkeeper/Partner** – April 1998 – Jan 2001

**Hardwood Flooring** – Maine

Organized Schedules, Payroll and Tax Information. Installed assorted hardwood flooring.

**Full Charge Bookkeeper** – April 1998 – Oct 1999

**A/C & Heating – Virginia**

Setup new accounting system with Quickbooks99. Structured all aspects of the Chart of Accounts. Prepared Quarterly reports/Financial reports for the accountant. Prepared year-end taxes. Performed payroll tasks on a weekly basis. Prepared monthly statements that coincided with daily invoices for customers. Customer Service Rep. As well as answered four-line calling service.

**Accounting Associate/Customer Service/Computer Systems – Sept 1996 – April 1998**

**Nurseries - Virginia**

Assistant Bookkeeper – Installed and setup QuickBooks Ro for entire company, starting with Chart of accounts customer, vendors, employees, and Time sheets. Conducted and organized Accounts payable and Accounts receivables. All Payroll operations. Prepared month end reports, quarterly reports and year end budget.

**Accounting Associate/Teller – Jan 1996 – June 1996**

Virginia

Performed variety of clerical procedures, Involving the documentation of various business transactions, such as teller operations, deferred payment, credit card payments, check cashing, distribute funds, petty cash, by manual and automated means. Verified processed and maintained documentation of all business transactions. Totaled cash drawer and collected dishonored checks. Operations of Western Union and Money Orders.

**Office Manager/Tax Assistant – Nov 1995 – Jan 1996**

**Accountants – Virginia**

Maintain general office procedures, Organized and computerized office systems. Greeted and assisted tax clients as well as bookkeeping clients. Ordered office supplies, supervised employees. Posted bookkeeping client's books. Posted and collected A/R Gathered, typed and mailed audit letters

**Education:**

**Associates of Applied Science Degree in Accounting**

College, Virginia **GPA 3.6** June 1994

**Associates of Applied Science Degree in Microcomputer Information Management**

College, Virginia **GPA 3.7** June 1995