

Direct Hire Opportunity: 4860 **1-3 LIFE APPS/MONTH**

Licensed Team Member

EXPERIENCE

Real Estate Company

August 2023 - Present

Community Manager

- Address inquiries and resolve issues promptly and effectively, resulting in improved operational efficiency.
- Strong organizational skills and an administrative background facilitate the smooth and efficient running of everyday operations.
- Management of multiple HOA portfolios ensures high standards are maintained across all properties.
- Conducting monthly maintenance walks of properties helps ensure proper upkeep and adherence to standards.
- Supervision of ongoing projects guarantees completion on time and within budget.

State Farm

December 2019 - August 2023

Licensed Team Member

- Specialized in customer acquisition and sales training with a focus on live leads.
- Consistently achieved monthly sales targets by demonstrating expertise in insurance products and delivering exceptional customer service.
- Provided comprehensive insurance solutions through thorough needs assessments and recommendations for appropriate coverage options.
- Exceeded customer satisfaction targets by employing effective communication and proactive problem-solving strategies.
- Collaborated with underwriters and claims adjusters to facilitate efficient claims processing and secure satisfactory resolutions for clients.
- Built strong rapport with prospects through knowledgeable and purpose-driven conversations, scheduling appointments to assess their financial resources and insurance needs.
- Generated sales through targeted life and health insurance policy recommendations while conducting community networking and attending sales conferences.
- Developed a robust pipeline of referral business through live leads, community networking, and cold calling initiatives.

Collections Company

August 2017 - December 2019

Recovery Manager

- Contact debtors to recover outstanding balances and establish repayment plans.
- Foster positive relationships with all parties involved in the debt recovery process.
- Utilize skip tracing methods to locate debtors with overdue balances and maintain accurate contact information.
- Calculate interest and amortization schedules while negotiating attainable payment plans with debtors.

EDUCATION

University

Bachelor's Degree

SKILLS

- Professional Skills: Accounting, Accounts Receivable, Administrative Operations, Budgeting Skills, Business Efficiency, Maintenance, Sales, Customer Service, Knowledge of Finance, Carrying out Assessments, Financial Underwriting, Insurance Claim Processing, Insurance Management and Aftercare, Acquisition of Customers, Cold Calling Sales, Customer Satisfaction, Profit-Based Sales Targets, Sales Training, Event Management, Professional Customer Services, Accounts Payable, Amortization, Scheduling, Time Management, Negotiation Skills, Business Administration, Digital Marketing, Insurance Sales, Call Centers, Business Development, Business to Business Commerce, Customer Account Management, Customer Relationship Management, Mentoring, Sales Management, Team Building, Telephone Skills, Office Management, Search Engine Optimization, Employee Retention, IT Skills: Microsoft Office, Salesforce.Com, Google Analytics

CERTIFICATIONS

P&C, Life & Health Licensed in State of CO