

# Bilingual Spanish Hire: 4853

Licensed Sales Producer/Assistant Manager

## EXPERIENCE

### Allstate

*August 2017 - Present*

Licensed Sales Producer/Assistant Manager

- Answer phone calls and provide assistance to customers.
- Scan and file documents for efficient record-keeping.
- Process customer payments and remittance reports accurately.
- Open and close the business while maintaining a smooth operational flow.
- Achieve monthly sales goals through effective sales strategies.
- Onboard new customers, ensuring a seamless integration into services.
- Handle cancellation calls and manage mortgage requests as needed.
- Address customer escalations promptly to ensure satisfaction.
- Organize and participate in fundraiser events to engage the community.
- Manage payroll and appointment scheduling for efficient operations.
- Conduct employment verification and oversee various day-to-day activities.

### Food Service

*August 2018 - March 2021*

Server

- Greet guests and seat them with the appropriate server for a welcoming experience.
- Accurately take orders to ensure satisfaction.
- Consistently provide friendly and prompt service to enhance the dining experience.
- Maintain cleanliness in the dining area to uphold hygiene and ambiance standards.

## EDUCATION

### University

Bachelor's Degree

## SKILLS

- Professional Skills: Payroll Management, Calendar Management, Filing Skills, Processing of Payments, Employee Onboarding, Mortgage Loans, Profit-Based Sales Targets, Fundraising, Greeting of Guests, Certified Nursing Assistant, Knowledge of Electrocardiography, Office Management, Customer Service, Human Resources, Interviewing, Cash Register Operation, Upselling Skills, Team Management, Restaurant Operation, Nursing, Stock Control, Event Management IT Skills: Microsoft Word, Microsoft PowerPoint, Microsoft Excel

## CERTIFICATIONS

### P&C Licensed in State of GA

## ROLES, ACTIVITIES AND DESIRED COMPENSATION

Reported: 15-25 policies/items/\$15-25k premium/month

Will work REMOTE in EST or CST time zones

Desires a Sales or Hybrid role with an Allstate Agency @ \$40k+ base, with \$60k+ total earning potential

40+ outbound calls/day, 20+ inbound calls, pivot and cross selling, assistant management, training specialist, referral sales, bundling, and customer service