

Direct Hire Candidate: 4849

Licensed Agency Manager

EXPERIENCE

Allstate

January 2020 - Present

Licensed Agency Manager

- Provide excellent customer service to both potential and existing insured customers.
- Issue and enforce policies for auto and home insurance, ensuring compliance with company standards.
- Manage office finances, including filing and faxing essential documents.
- Maintain a pleasant and organized work environment to promote productivity.
- Oversee all managerial responsibilities within the office.
- Act as a sales producer for property and casualty insurance, including home, auto, renters, motorcycle, and landlord policies.

Allstate

December 2014 - December 2016

Licensed Sales Producer

- Deliver customer service to both potential and insured customers, addressing inquiries and concerns.
- Issue and enforce auto and home insurance policies, ensuring compliance with company standards.
- Handle filing, faxing, and office money management to maintain organized operations.
- Explain the features, advantages, and disadvantages of various insurance policies to promote sales.
- Perform administrative tasks, including maintaining records and managing policy renewals.
- Market and sell insurance plans as a producer for home, auto, renters, motorcycle, and landlord policies.

Insurance Company

August 2011 - December 2014

Manager

- Provided and maintained a pleasant working environment, ensuring customer comfort during business transactions.
- Offered verification support along with managing office finances, including accounts payable and receivable.
- Communicated effectively with corporate alliances to foster strong relationships.
- Delivered extensive customer service while motivating employees through moral incentives.
- Processed reports for prestigious companies, ensuring accuracy and timely delivery.
- Issued and enforced auto, home, and commercial policies for salespeople, individuals, and business owners, serving as a sales producer for home, auto, renters, motorcycle, and landlord insurance.

SKILLS

- Professional Skills: Sales, Customer Service, Money Management, Filing Skills, Property Insurance, Marketing, Accounts Payable, Accounts Receivable, Field Research, Administrative Operations, Records Management, Knowledge of Finance, Knowledge of Advertising, Job Satisfaction Monitoring IT Skills: Microsoft Office, Microsoft Word, Microsoft PowerPoint

CERTIFICATIONS

P&C Licensed in States of GA, AL

ROLES, ACTIVITIES AND DESIRED COMPENSATION

Reported: 30-40 items/\$38-48k premium/month

Will work REMOTE ONLY in EST or CST time zones

Desires a Sales role with an Allstate Agency @ \$42k base, with the ability to earn \$75k total

7+ outbound dials/day, 20+ inbound calls, referral sales, pivot and cross selling, bundling, networking, creating own leads, win-backs, sales management, and customer service