

# Direct Hire Candidate: 4848

---

Licensed Account Manager

## EXPERIENCE

---

### State Farm

*October 2022 - Present*

Licensed Account Manager

- Secure optimal coverage and competitive rates for clients by processing quotes and binding insurance coverage, while diligently following up with necessary inspections and documentation.
- Deliver comprehensive presentations of policies to clients, ensuring they are well-informed about coverages and rates.
- Provide responsive, precise, and courteous customer service by addressing inquiries related to insurance availability, eligibility, coverage, policy changes, transfers, claims submissions, and billing clarification.
- Implement a client-centered, needs-based review process to inform clients about their insurance options effectively.
- Generate leads, organize appointments, assess customer needs, and skillfully market suitable products and services.
- Uphold a dedicated work ethic and unwavering commitment to achieving success each day.

---

### Food Service

*July 2023 - Present*

Associate

- Efficiently perform point of sale transactions to ensure smooth customer transactions.
- Knowledgeably and enthusiastically assist customer inquiries, enhancing their experience.
- Conduct training for new employees to ensure they are well-prepared for their roles.
- Answer customer phone calls and effectively address their requests for assistance.
- Maintain accurate stock levels of all inventory to ensure availability.

---

### Event Management Company

*October 2020 - October 2022*

Owner

- Oversee day-to-day operations at various venues.
- Conduct direct sales to customers to promote services and increase engagement.
- Maintain a consistent social media presence by interacting with customers, posting event updates, and running targeted ads.
- Design digital and physical promotional graphics using Adobe Photoshop for on-site and online use.
- Manage and train a team, providing guidance, scheduling, and necessary supplies.
- Host live events, creating an engaging atmosphere for participants.
- Provide payroll support to ensure accurate compensation for team members.

## EDUCATION

---

### College

Associates Degree

## SKILLS

---

- Professional Skills: Sales, Graphic Design, Promotional Merchandise, Social Media, Scheduling, Customer Service, Payroll Management, Customer Demand Planning, Telephone Skills, Billing Processes, Calendar Management, Insurance Management and Aftercare, Cash Register Operation, Training Activities, Stock Control, Annuity Investments, Administrative Operations, Filing Skills, Knowledge of Fax, Printing, IT Skills: Adobe Photoshop, Microsoft Office

## CERTIFICATIONS

---

**P&C, Life & Health Licensed in State of VA**