

# Candidate 4031

## **Sales**

CO

To obtain a position in an office setting where my skills and experience can be utilized to create a more professional setting, and helping others.

## Work Experience

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### **Sales Associate**

State Farm  
August 2022 to Present

### **Licensed Insurance Producer**

Allstate Insurance - CO January 2022  
to August 2022

### **Insurance Sales Producer**

Insurance - CO May 2020 to  
December 2021

### **Sales Associate/CSR**

State Farm - CO June 2016  
to May 2020

### **CSR - Customer Service Representative**

CO November 2015 to June 2016

\*Answer Phones \*Sent and received e-mails \*Voicemail and Returned Calls \* File Auditing  
\*Weekly Reports (using Microsoft Excel) \* Daily Office tasks \* Daily Interaction with Clients

## Education

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### **High school or equivalent**

CO August 2012 to October 2014

## Skills

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- Customer Service
- Insurance Sales

- Sales
- Cold Calling
- Multi-line Phone Systems
- Office Management
- Sales
- Insurance sales
- Cold calling
- Account management
- Customer service

## Languages

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- Spanish - Intermediate

## Certifications and Licenses

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### **Notary Public**

March 2018 to March 2022

### **Property and Casualty License**

July 2016 to October 2019

### **L&H License**

August 2016 to October 2023

## Additional Information

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Skills Filing

Microsoft Office

Problem Solving

Multi-line Phones

Sales

Licensed in CO, CT, TX, UT