

## Direct Hire Candidate: 5074

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Licensed Office Manager

Reported: 60-70 policies/month, \$70-80k premium/month

1.2 years with State Farm, 6 months with Allstate

P&C, Life & Health Licensed in UT, AZ

Will work REMOTE in any time zone

Desires: A Sales or Hybrid role with a State Farm Agency @ \$40k+ base, with the ability to earn \$70k total

Roles include: 50+ outbound dials/day, 30+ inbound calls, referral sales, pivot and cross selling, bundling, creating their own leads, and customer service.

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## EXPERIENCE

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### **State Farm**

*December 2023 - Present*

Licensed Sales Producer

- Develop leads and schedule appointments to effectively meet customer needs.
- Establish strong relationships with clients and provide follow-up to ensure satisfaction.
- Present and sell insurance products, offering tailored solutions for each client.
- Manage office operations and ensure efficient coordination of tasks to support business goals.

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### **Recreation Facility**

*October 2023 - Present*

Office Manager

- Organize and manage both electronic and physical office files to ensure efficient document handling.
- Maintain and update calendars, scheduling appointments and booking guests with precision.
- Oversee the daily operations of the front office, ensuring smooth workflow and customer satisfaction.
- Provide exceptional phone etiquette, answering calls, addressing inquiries, and handling reservations professionally.
- Manage front desk activities, including greeting visitors, distributing mail, and handling deliveries with attention to detail.
- Troubleshoot and maintain office phone systems to ensure consistent and reliable communication.

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### **Allstate**

*May 2023 - October 2023*

Licensed Insurance Agent

- Generate and qualify leads to create new business opportunities for Allstate insurance products.
- Schedule appointments with potential clients to discuss their insurance needs and provide tailored solutions.
- Identify and assess customer needs, offering personalized coverage options to meet their requirements.
- Establish and maintain strong customer relationships, ensuring consistent follow-up and continued service.
- Conduct calls, deliver presentations, and sell Allstate insurance products, effectively addressing client needs.

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### **Management Company**

*July 2022 - March 2023*

Office Manager

- Handled phones and faxes
- Monitored office supplies
- Composed Multiple reports
- Responded to emails/faxes
- Communicated with Other members of the companies
- Managed files for multiple entities
- Pay and track all business and automotive registration and licensing
- Handle all agendas and meeting minutes
- Handle all correspondence

## CERTIFICATIONS

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**P&C, Life & Health Licensed in the States of UT, AZ**