

## **Direct Hire Candidate: 5073 \*\*1 LIFE APPS/MONTH\*\***

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Licensed Sales Representative

Reported: 20-30 items per month / \$20-30k premium per month

3 years with State Farm

P&C, Life & Health Licensed in TX

Will work REMOTE in CST, EST, MST

Desires: A Sales or Hybrid role with a State Farm Agency @ \$42k+ base, with the ability to earn \$60k total

60+ outbound dials/day, 15+ inbound calls with live lead transfers, referral sales, pivot and cross selling, bundling, customer service & averages 1 new life sale per month.

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Licensed Sales Representative

## EXPERIENCE

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### State Farm

January 2022 - Present

Licensed Sales Representative

- Managed inbound and outbound sales calls, providing quotes and assisting with policy-related inquiries.
- Delivered excellent customer service, including processing payments and servicing client needs.
- Demonstrated strong communication skills, with the ability to work both independently and collaboratively within a team.
- Brought over 14 years of experience in office administration, contributing to smooth operations and customer satisfaction.
- Assist consumers in selecting insurance policies that best fit their needs.
- Explain various insurance policies and products to potential and existing clients, guiding them toward the most appropriate coverage.
- Issue quotes, maintain client records, prepare reports, and address client inquiries regarding insurance plans and policies.

### Charitable Organization

November 2007 - January 2022

Program Coordinator

- Answered incoming phone calls, scheduled appointments, and greeted customers with a welcoming attitude.
- Performed administrative duties such as filing, copying, and faxing.
- Made recruitment calls, assisting in the hiring, training, and retention of volunteers.
- Managed supply orders for the program and completed payment authorization forms for purchases.
- Assigned volunteers to various sites and coordinated recognition events to celebrate their contributions.
- Created marketing materials such as brochures, flyers, invitations, and programs using Publisher.
- Tracked spending and maintained budget worksheets in Excel to monitor program expenses.
- Scheduled appointments for the Mobile team and assisted with tax preparation and ITIN applications.

## SKILLS

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Outlook, Administrative Assistant, Scheduling, MS Office, Receptionist, Word, Microsoft Excel, Accounts Payable, Office Administration, Office Management, Microsoft Publisher, Office Experience, Event Planning, Phone Etiquette, Organizational Skills, Customer Service, Typing, Tax Experience, Recruiting, Communication Skills, Sales, Financial Services, Outbound Sales, Cold Calling, Account Management, Insurance Sales