

## Direct Hire Candidate: 5059

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Licensed Insurance Producer

Reported: 50-60 items per month / \$40-50k premium per month

Allstate 4 years, State Farm experience

P&C, Life Licensed in GA, FL, KY, IL

Will work REMOTE in any time zone

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

100+ outbound dials/day, 15 inbound calls with live lead transfers, referral sales, pivot and cross selling, bundling, and customer service.

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## EXPERIENCE

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### Communications Company

July 2021 - Present

#### Office Manager

- Coordinate and organize office procedures to ensure smooth operations, focusing on effectiveness, efficiency, and safety.
- Develop and implement intra-office communication protocols to enhance information flow and collaboration.
- Evaluate and streamline administrative processes to increase productivity and reduce inefficiencies.
- Oversee inventory control to ensure adequate stocking and organization of office supplies and equipment.
- Supervise office staff, delegating tasks based on strengths and workload capacity, ensuring responsibilities are efficiently carried out.
- Assign tasks to staff, balancing workloads and providing support when needed to ensure smooth daily operations.

### Allstate

November 2017 - July 2021

#### Licensed Insurance Consultant

- Sold a variety of insurance policies, including auto, fire, life, and commercial policies, to both businesses and individuals.
- Generated new leads and built a prospective client base through networking and relationship-building activities.
- Mentored new employees, providing guidance and support as they transitioned into their roles.
- Conducted regular insurance reviews with existing customers, ensuring their coverage needs were met and updated as necessary.

### State Farm

May 2016 - October 2017

#### Licensed Account Representative

- Licensed in Property & Casualty for Kentucky and Ohio, providing tailored insurance solutions to clients.
- Fostered strong client relationships by effectively explaining policy details, enabling informed purchasing decisions.
- Assisted with securing underwriting approval to ensure timely processing of insurance policies.
- Addressed client inquiries and resolved complaints, ensuring customer satisfaction and retention.
- Processed and closed financial services, including vehicle loans, while maintaining compliance and accuracy.

### Communications Company

December 2012 - January 2014

#### Contractual Construction Coordinator

- Utilized Excel functions and calculations to create and maintain spreadsheets for report generation and data management.
- Handled high volumes of internal and external reports, ensuring timely processing and accuracy.
- Routed contracts and agreements through the signature process, ensuring proper documentation flow.

### Telecommunications Company

December 2010 - November 2012

#### Project Coordinator

- Prepared project organization and communication charts to ensure clear and effective information flow.
- Monitored progress and quality of work to ensure adherence to project standards.
- Effectively communicated project details to both the client and project team, ensuring alignment.
- Directed client-provided information regarding project status to the project manager for timely updates.

## CERTIFICATIONS

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**P&C, Life Licensed in GA, FL, KY, IL**