

Bilingual Spanish Hire **3-4 LIFE APPS/MONTH** 5182

Licensed Insurance Producer

EXPERIENCE

Notary Public

March 2019 to Present

Notary

- Verify the identity of signers and ensure they understand the documents they are signing.
- Administer oaths and affirmations for affidavits and other legal documents.
- Witness the signing of important documents such as contracts, deeds, and powers of attorney.
- Maintain accurate records of notarizations, including the date, type of document, and parties involved.
- Ensure all notarized documents are completed according to legal requirements.
- Travel to clients' locations to provide notary services, if necessary.
- Keep a notary journal to record each notarization performed.

Health Insurance Company

June 2024 to August 2024

Licensed Insurance Producer

Here's the revised version of your bullet points:

- Facilitated insurance enrollment for ACT Insurance through the marketplace, ensuring compliance with COS regulations during all calls.
- Worked as an Insurance Producer across 12 states within the ACA market.
- Oversaw client accounts, ensuring successful enrollments and managing missing document issues for proper processing.
- Provided English-to-Spanish translation services for clients, ensuring clear communication during the enrollment process.

Let me know if you need any further adjustments!

State Farm

February 2022 to February 2024

Licensed Account Manager

- Analyzed and educated clients on 98 insurance products, tailoring recommendations to meet their specific needs.
- Managed market expansion, acquiring over 1,000 new clients and generating approximately almost \$1mil in additional revenue.
- Led the team to achieve sales awards by consistently driving high sales performance.
- Reviewed 50+ accounts daily, ensuring accurate policy changes and submissions.
- Collaborated cross-functionally with multiple departments to streamline operations.
- Oversaw agent performance and operations in the absence of the manager.
- Trained new hires in sales techniques and customer service practices.
- Organized company events, including team-building activities and marketing initiatives.
- Coordinated commission promotions to drive team performance and growth.
- Managed front desk operations, greeting clients and handling inquiries professionally.
- Answered calls, sorted incoming messages, and distributed correspondence.
- Scheduled agent meetings and appointments, managing calendars efficiently.
- Maintained financial records, balanced checkbooks, and managed deposits.

CERTIFICATIONS

P&C, Life & Health Licensed in the States of TX

Life Only in the States of AL, AZ, DE, FL, GA, IL, KS

Bilingual Spanish Hire **3-4 LIFE APPS/MONTH 5182**

Licensed Insurance Producer

Reported: 25-35 items/month, \$30-40k premium/month

State Farm 6 years

P&C, Life & Health Licensed in TX

Life Only: AL, AZ, DE, FL, GA, IL, KS

Will work REMOTE in any time zone

Desires a Sales or Hybrid role with a State Farm Agency @ \$45k+ base, with the ability to earn \$70k+ total

40+ outbound dials/day, 20+ inbound calls, pivot and cross selling, networking, referral sales, customer service & reports selling 3-4 new life policies per month