

Bilingual Spanish Hire: 5289

Licensed Team Member

EXPERIENCE

Law Office

April 2024 - April 2025

Legal Assistant

- Conducted legal research using case law, statutes, and legal databases to support attorneys in ongoing litigation and case strategy.
- Drafted, reviewed, and edited legal documents, including contracts, pleadings, discovery responses, and client correspondence.
- Maintained and organized client files, tracked case deadlines, and ensured timely filing of legal documents.
- Served as a primary point of contact for clients, managing communications, scheduling meetings, and providing timely case updates.

Local State Farm Agency

July 2023-April 2024

Licensed Team Member/Sales Manager

Local State Farm Agency

July 2022-July 2023

Licensed Team Member/Sales Manager

- Managed daily office operations to ensure efficiency, compliance, and adherence to company and state regulations within the insurance and financial services industry.
- Oversaw customer service functions, resolving inquiries and escalating complex issues to appropriate team members to maintain client satisfaction.
- Maintained accurate records and documentation in alignment with legal, regulatory, and insurance standards.
- Set, tracked, and achieved sales targets while developing strategies to drive policy sales and improve client retention.
- Directed marketing efforts and lead generation campaigns to promote products and increase brand visibility.
- Cultivated long-term client relationships through consultative service and cross-selling opportunities.

Insurance Company

July 2018 - July 2022

Insurance Sales Agent

- Conducted client consultations to assess insurance needs and recommend tailored coverage solutions across life, health, auto, and home lines.
- Delivered persuasive sales presentations, clearly explaining policy terms, conditions, and benefits to prospective clients.
- Generated accurate insurance quotes and guided clients through coverage options to ensure informed decision-making.
- Provided ongoing customer service, addressing inquiries, resolving concerns, and assisting with claims processing.

SKILLS

- Professional Skills: Consulting, Customer Service, Insurance Management and Aftercare, Property Insurance, Insurance Sales, Risk Analysis, Sales Presentations, Customer Support, Cross Selling, Customer Relationship Management, Generation of Leads, Profit-Based Sales Targets, Sales Strategy, Upselling Skills, Sales, Records Management, Employee Retention, Marketing, Operations Management,

CERTIFICATIONS

Property & Casualty Licensed

State of CA & AZ

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Reported: 50-60 policies/month, \$45-55k premium/month (before state restrictions)

30-40 policies/month, \$20-30k premium/month (after state restrictions)

State Farm 1.8 years, Geico 4 years

P&C Licensed in CA, AZ

Will work REMOTE in any time zone

Desires a Sales or Hybrid role with a State Farm Agency @ \$40-45k base, with the ability to earn \$60k+ total

75+ outbound calls/day, 20+ inbound calls with live leads, pivot and cross selling, re-quotes, win-backs, developing their own leads, referrals, sales and operation management, and customer service