

# Direct Hire Candidate: 5291

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## Licensed Team Member

*Hardworking and motivated job seeker with strong organizational skills, aiming to secure a role in insurance sales or entry-level business administration and accounting. Eager to contribute to team success and help achieve company goals.*

## EXPERIENCE

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### Local State Farm Agency

*September 2024 - January 2025*

#### Licensed Team Member

### Local State Farm Agency

*March 2022 - November 2022*

#### Licensed Team Member

- Sold insurance policies by identifying client needs, preparing proposals, and clearly explaining coverage options and policy terms.
- Built and maintained strong client relationships through consistent communication and support throughout the sales and claims processes.
- Ensured compliance with insurance laws and regulations while maintaining accurate records of sales, interactions, and premium collections.
- Marketed and serviced health insurance products, updated existing policies, and collaborated with underwriters to support coverage decisions.
- Assisted clients with claims processing, prepared premium calculations, and provided timely updates and reports to both clients and internal teams.

### College

*January 2023 - June 2024*

#### Administrative Assistant/Accounts Payable

- Processed invoices, ACH payments, refunds, and payroll, ensuring accuracy and timeliness across all financial transactions.
- Maintained historical financial records and recorded all accounts payable and administrative expenses using Excel (pivot tables, SUMIF).
- Analyzed financial performance, handled expense reports, and implemented improvements to streamline the payment process.
- Responded to vendor inquiries, supported meeting management tasks, and ensured compliance with internal accounting procedures.

## EDUCATION

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### High School

#### Diploma

## SKILLS

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- Professional Skills: Insurance Sales, Accounting, Writing of Reports, Financial Underwriting, Insurance Claim Processing, Insurance Management and Aftercare, Administrative Operations, Customer Relationship Management, Calculations, Knowledge of Finance, Accounts Payable, Accounts Receivable, Management of Expenses, Operating Expenses, Meetings Organisation and Preparation, Payroll Management, Sales, Negotiation Skills, Bank Reconciliation, Casualty Insurance, Notetaking Skills, Time Management, Mentoring, Business Administration, Project Management, Social Marketing, Agriculture IT Skills: Excel Pivot Tables, Microsoft Excel, Microsoft Outlook, Microsoft Word

## CERTIFICATIONS

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### Property & Casualty Licensed

#### State of NJ & PA

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Licensed Team Member

Direct Hire Candidate: 5291 \$3,500

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

State Farm 3 years

P&C Licensed in PA & NJ

Will work REMOTE in EST

Desires a Sales or Hybrid role with an Agency @ \$40-45k base, with the ability to earn \$80k+ total

80+ outbound dials/day, 50+ inbound calls, referral sales, pivot and cross selling, lead generation, bundling & customer service