

Bilingual Spanish Hire: 5316

Licensed Team Member

Seeking a position with a respected organization that allows me to engage with and assist others, while contributing to a positive and collaborative environment.

EXPERIENCE

Local State Farm Agency

June 2024 - November 2024

Licensed Team Member

- Sold auto, home, life insurance, and notary bonds by identifying customer needs and recommending appropriate coverage.
- Provided ongoing service to existing customers, handling claims, coverage changes, vehicle replacements, and driver additions.
- Managed daily financial responsibilities, including preparing and making bank deposits.

Local State Farm Agency

April 2022 - December 2023

Licensed Team Member

- Assisted clients with selecting auto, home, life insurance, and notary bonds by evaluating their needs and presenting tailored solutions.
- Supported existing policyholders by processing claims, updating coverage, adding/removing vehicles and drivers, and addressing policy questions.
- Handled financial duties such as preparing daily deposits and ensuring accurate transaction records.

Health Center

October 2021 - April 2022

Front-office coordinator

- Registered patients and scheduled appointments efficiently while maintaining accurate records.
- Collected deductibles and copays at the time of service, ensuring proper billing procedures.
- Verified insurance coverage and benefits to confirm eligibility and reduce claim issues.
- Prepared and submitted daily deposits, maintaining financial accuracy and accountability.

EDUCATION

College

Associates Degree

SKILLS

- Professional Skills: Deposit Accounts, Sales, Insurance Claim Processing, Time Management, Negotiation Skills IT Skills: Microsoft Excel, Internet Services, Meditech, Software Applications

CERTIFICATIONS

Property & Casualty and Life & Health Licensed

State of TX

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Reported: 10-20 policies/month, \$20-30k premium/month

State Farm 2 years

P&C, Life & Health Licensed in TX

Will work REMOTE in any time zone

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

30 outbound dials/day, 25+ inbound calls, referral sales, pivot and cross selling, bundling, selling and servicing the Spanish speaking community & customer service. Candidate is flexible and willing to cater to the needs of the agency.