

# Direct Hire Candidate: 5320 **\*\*2-4 life apps/month\*\***

Licensed Team Member

*Seeking a challenging, long-term position that leverages my skills, education, and experience while offering opportunities for growth and advancement. Dependable, loyal, and conscientious professional with a strong work ethic, ambition, and a commitment to both personal and organizational success.*

## EXPERIENCE

### Local State Farm Agency

May 2024 - Present

Licensed Team Member

- Licensed in life & health and property & casualty insurance with strong product knowledge.
- Drafted detailed documents for properties and individuals to ensure policy accuracy.
- Generated new business through outbound cold calls to prospects.
- Serviced existing customers by processing payments and handling policy changes.
- Issued certificates of compliance and ensured timely delivery of documentation.

### Credit Union

November 2023 - April 2024

Mortgage Loan Processor

- Processed residential mortgage loan applications, verifying borrower information, collecting required documentation, and ensuring compliance with credit union standards.
- Assisted mortgage loan officers with member inquiries, prepared disclosures, submitted files for underwriting, and coordinated closings.
- Ordered and reviewed title work, surveys, and appraisals; identified discrepancies and ensured proper lien position and regulatory compliance.
- Prepared closing documents, scheduled closings, and recorded loan data for HMDA reporting.

### Bank

March 2020 - October 2023

Mortgage Loan Processor

- Reviewed borrower-submitted loan documentation, ordered additional items as needed, and followed up on outstanding documents to maintain file completeness.
- Collaborated with Loan Officers and their assistants to ensure files progressed efficiently and met closing timelines.
- Updated loan estimates (LE) with accurate fees and prepared closing disclosures (CD) to finalize loan packages.

### Employment Agency

June 2015 - March 2020

Recruiter Manager

- Sourced candidates, conducted pre-screens, and supported applicants through the hiring and onboarding process.
- Managed job postings, interviewed drivers, trained recruiters, and handled scheduling and payroll for drivers.
- Used Microsoft Word, Excel, and internal systems to track candidates and maintain accurate records.

## SKILLS

Professional Skills: Cold Calling Sales, Sales, Insurance Management and Aftercare, Financial Underwriting, Billing Processes, Credit Reports, Customer Service.

IT Skills: Microsoft Word, Microsoft Excel, Microsoft Outlook, Microsoft Office.

## CERTIFICATIONS

### Property & Casualty and Life & Health Licensed

State of IN

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Licensed Team Member

Direct Hire Candidate: 5320 \$3,500 **\*\*2-4 LIFE APPS/MONTH\*\***

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

State Farm 1 year

P&C, Life & Health Licensed in IN

Will work REMOTE in EST & CST

Desires a Sales or Hybrid role with a State Farm Agency @ \$35-40k base, with the ability to earn \$70k+ total

80+ outbound dials/day, 20+ inbound calls with live leads, pivot and cross selling, referral sales, creating their own leads, bundling & customer service. Reports selling 2-4 new life policies/month.