

# Bilingual Spanish Hire: 5439

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Licensed Insurance Producer

## EXPERIENCE

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### Allstate Insurance

September 2021 - Present

Licensed Insurance Producer

- Certified Professional Service Representative, licensed through the Florida Department of Financial Services
  - Consistently meeting and exceeding performance goals
  - Earned recognition and awards for excellence in customer retention and service
  - Executed marketing initiatives to support lead generation and promote brand visibility
  - Recognized as Lead Sales Producer, leading team sales efforts and driving revenue growth
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### Insurance Company

November 2020 - September 2021

Licensed Insurance Producer

- Worked as a Sales Representative, generating new business and meeting sales targets through effective lead conversion
  - Awarded the Retention Specialist Award for outstanding performance in client retention and customer satisfaction
  - Executed marketing strategies to support brand growth and attract prospective clients
  - Served as a Service Representative, assisting clients with policy inquiries, updates, and claims support
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### Financial Advisory Firm

February 2017 - November 2020

Administrative Assistant

- Maintained a clean, professional office appearance to create a welcoming environment for clients and visitors
  - Handled scheduling responsibilities, including appointment setting, calendar management, and use of scheduling software
  - Processed confidential paperwork with accuracy and discretion, ensuring compliance with privacy standards
  - Assisted with tax preparation tasks for CPAs, organizing client documents and supporting accurate filings
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## SKILLS

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### Professional Skills

- Professional Services & Customer Service
- Sales & Marketing
- Employee Retention & Training
- Financial Knowledge & Tax Management
- Calendar Management & Scheduling
- Teaching & Safety Principles

### Technical Skills

- Microsoft Office Suite (Word, Excel, Outlook, PowerPoint)
- Basic IT Troubleshooting & Software Navigation

## CERTIFICATIONS

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### Licensed in P&C – MN

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Licensed Insurance Producer

Reported: 15–25 items/month, \$20–30k premium/month

Experience: Allstate 7 years, Independent 2.5 years

Licensed in P&C – MN

Will work REMOTE in any time zone

Desires a Hybrid or Customer Service role with an Allstate or State Farm agency @ \$40–45k base, with the ability to earn \$70k+ total

30+ outbound dials/day, 25+ inbound calls/day, pivot & cross selling, referral sales, bundling, win-backs, retention, generating their own leads, servicing the Spanish-speaking community, & excellent customer service.