

# Bilingual Spanish Hire: 5439

---

Licensed Insurance Producer

## EXPERIENCE

---

### 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

### 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

### 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

## SKILLS

---

### 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

---

**Licensed in P&C – MN**

# Bilingual Spanish Hire: 5439

---

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.