

Direct Hire Candidate: 5479 ***1-2 LIFE APPS/MO***

Licensed Insurance Producer

EXPERIENCE

Consulting Firm

September 2024 - Present

Owner

- Provided business consultations and strategic growth planning for owners and employees
- Conducted legal research and drafted documents utilizing paralegal training
- Supported business setup tasks within areas of expertise; referred to licensed professionals when appropriate
- Trained and coached new hires in sales techniques, time management, and professional development
- Offered Notary Public and Mobile Notary services for individual and business clients

State Farm Insurance

January 2021 - September 2024

Executive Assistant

- Supported daily operations of the agent's office, ensuring smooth administrative workflow and time management
- Quoted and sold multiline insurance products including auto, home, renters, life, and health policies
- Scheduled appointments, managed calendars, and coordinated follow-ups with clients
- Conducted comprehensive policy reviews to identify gaps and cross-sell additional lines of coverage
- Acted as liaison between clients and underwriters, ensuring timely processing and policy accuracy
- Delivered exceptional customer service by addressing billing, policy changes, and coverage inquiries
- Trained and mentored new team members on multiline sales techniques and agency procedures

State Farm Insurance

June 2015 - January 2021

Account Representative

- Assisted customers with policy changes, ensuring accurate updates to coverage and information
- Generated quotes for both new and existing business across multiple lines of insurance
- Conducted comprehensive insurance reviews with clients to assess current coverage and future needs
- Made recommendations on additional coverage options to enhance client protection and support cross-selling efforts

Insurance Company

January 2015 - June 2015

Licensed Insurance Producer

- Greeted customers in person, by phone, and via email, delivering exceptional service across all communication channels
- Assisted clients with policy changes, additions, and service-related issues to ensure continued coverage
- Provided insurance quotes tailored to individual client needs across various product lines
- Processed premium payments accurately and efficiently
- Supported customers with a wide range of insurance-related tasks, ensuring they had appropriate protection in place

EDUCATION

Community College

Associate Degree

CERTIFICATIONS

Licensed P&C, Life & Health in: MI

Direct Hire Candidate: 5479 *1-2 LIFE APPS/MO*****

Licensed Insurance Producer

Reported: 30–40 policies/mo, \$30–40k premium/mo

Experience: State Farm 10 years

Licensed P&C, Life & Health in: MI

Will work REMOTE in any time zone

Desires a Sales or Hybrid role with a State Farm Agency @ \$40–45k base, with \$60k+ earning potential

100+ outbound dials/day, 5+ inbound calls with live leads. Strong in pivot & cross selling, bundling, referral sales, win-backs, networking, insurance reviews, & customer service. Reports closing 1–2 new life sales/month.