

# Direct Hire Candidate: 5552 \*\*\*2-4 LIFE APPS/MO\*\*\*

Licensed Insurance Producer

## EXPERIENCE

### State Farm Insurance

February 2024 - Present

Licensed Insurance Producer

- Supported insurance sales operations by generating quotes, binding policies, and processing renewals.
- Handled client inquiries and provided high-quality service, ensuring accurate coverage explanations and problem resolution.
- Conducted policy reviews to identify gaps, cross-sell opportunities, and ensure adequate protection for clients.
- Managed client relations by building strong, long-term relationships, driving retention, and fostering trust.
- Assisted with staff training, onboarding, and performance support to enhance team productivity.
- Processed payments, billing, and claims assistance, ensuring compliance with company and state regulations.
- Maintained accurate client and policy records in CRM and agency management systems.

### Contractor

September 2021 - Present

Accounts Payable

- Managed fleet licensing, registrations, and renewals to ensure compliance with state and federal regulations.
- Maintained required permits and documentation for vehicles and operations.
- Prepared and filed worker's compensation reports accurately and on time.
- Oversaw payroll processing and ensured accuracy in employee records.
- Completed quarterly payroll and compliance reporting to meet regulatory deadlines.

### Contractor

February 2020 - August 2023

Customer Service

- Answered phones, greeted clients, and performed general receptionist duties to maintain smooth office operations.
- Delivered excellent customer service by assisting clients with inquiries and scheduling.
- Created and published social media posts while updating the company website to strengthen online presence.
- Assisted in the field by performing residential concrete work estimates.
- Entered estimates into the BuilderTrend system for project tracking and accuracy.
- Maintained a clean and organized office and lobby area to provide a professional environment.
- Entered invoices into QuickBooks and processed customer payments.
- Called in utility locates for upcoming projects to ensure compliance and safety.

### Contractor

January 2016 - December 2019

Accounts Payable

- Managed Accounts Payable and Accounts Receivable, ensuring timely processing and accuracy of financial records.
- Oversaw payroll administration, including certified wages and preparation of compliance reports.
- Filed intents and affidavits in accordance with public works requirements.
- Successfully completed public works tests for company licensing compliance.
- Handled equipment licensing to maintain up-to-date certifications and operational readiness.
- Assisted with contracts for projects, reviewing details and ensuring proper documentation.
- Submitted affidavits and intents to regulatory agencies to meet state and project requirements.

## CERTIFICATIONS

Licensed P&C, Life & Health in: ID, WA, OR, CA

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Licensed Insurance Producer

Reported: 20–30 policies/mo, \$20–30k premium/mo

Experience: State Farm 1.5 years

Licensed P&C, Life & Health in: ID, WA, OR, CA

Will work REMOTE only in any time zone

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

25+ outbound dials/day, 25+ inbound calls/day with live leads, pivot & cross selling, referral sales, bundling, office management, & customer service. They also report 2–4 new life policies sold per month.