

Direct Hire Candidate: 5565 ***2-4 LIFE APPS/MO***

Licensed Insurance Producer

EXPERIENCE

Independent School District	<i>September 2024 - Present</i>
Assistant Principal's Secretary/Substitute Coordinator	
<ul style="list-style-type: none">Maintained accurate and confidential student discipline records in compliance with school policies and district guidelines.Scheduled and organized parent conferences to address academic progress, behavior, and support strategies.Coordinated teacher absences by arranging substitute coverage, ensuring minimal disruption to classroom instruction.Supervised and supported up to 25 substitute teachers concurrently, providing guidance and ensuring adherence to school procedures.Fostered effective communication among teachers, parents, and administrators to promote a positive school climate.Utilized organizational and time management skills to balance multiple administrative priorities in a fast-paced environment.	
Insurance Company	<i>September 2023 - September 2024</i>
Owner/Agent	
<ul style="list-style-type: none">Provided comprehensive insurance solutions, including coverage for home, auto, motorcycle, commercial, and life policies.Managed and grew a diverse client portfolio by servicing existing accounts and ensuring high retention rates.Oversaw business promotion by managing and maintaining the agency's social media presence.Assisted clients throughout the claims process, offering guidance and support to ensure a smooth experience.Conducted policy reviews to identify gaps, recommend enhancements, and align coverage with client needs.Built and maintained strong client relationships by delivering personalized service and timely communication.	
State Farm Insurance	<i>March 2022 - May 2023</i>
Insurance Agent Team Member	
<ul style="list-style-type: none">Addressed billing and policy inquiries, clearly explaining coverage options, deductibles, and available new policies.Facilitated the writing of new business in both Property & Casualty and Life insurance lines.Successfully utilized a fully remote working environment (Good Neighbor Connect) to maintain productivity and efficiency.Adapted to a two-hour time zone difference while consistently meeting performance goals and deadlines.Managed inbound claims calls from clients experiencing losses, providing accurate initial reporting services and empathetic support.	
Title Company	<i>November 2021 - March 2022</i>
Escrow Officer	
<ul style="list-style-type: none">Processed title insurance transactions with precision and attention to detail.Ensured accurate and clean transfer of property titles in compliance with state and legal requirements.Reviewed and verified property documents to minimize risk and prevent errors in ownership transfer.Coordinated with clients, lenders, and attorneys to complete title transactions efficiently.Maintained accurate records of all transactions and supported smooth closings.	
State Farm Insurance	<i>November 2019 - November 2021</i>
Lead Insurance Agent Team Member	
<ul style="list-style-type: none">Verified client loss history to ensure accurate policy underwriting and risk assessment.Managed billing and policy inquiries, providing timely resolutions and maintaining client satisfaction.Conducted life needs analyses to create tailored insurance solutions aligned with client goals.Wrote and bound Property & Casualty, Life, Supplemental Health, and Commercial insurance policies.Developed and executed marketing strategies to drive lead generation and new business growth.Planned and organized community outreach initiatives during the COVID-19 pandemic to strengthen brand presence and support local engagement.	

CERTIFICATIONS

Licensed P&C, Life & Health in: TX, AZ

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Reported: 35–45 policies/mo, \$45–55k premium/mo

Experience: State Farm 3.2 years, Independent 1 year

Licensed P&C, Life & Health in: TX, AZ

Will work REMOTE in any time zone

Desires a Sales role with a State Farm Agency @ \$40–45k base, with \$70k+ earning potential

40+ outbound dials/day, 10+ inbound calls with live leads, referral sales, pivot & cross selling, bundling, self lead generation, creating lead lists, policy reviews, networking, independent agency ownership,& customer service. They report 2–4 new life sales per month.