

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

Licensed Insurance Producer

## EXPERIENCE

### Independent School District

September 2024 - Present

Assistant Principal's Secretary/Substitute Coordinator

- 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

September 2023 - September 2024

Owner/Agent

- 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

March 2022 - May 2023

Insurance Agent Team Member

- 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

November 2021 - March 2022

Escrow Officer

- 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

November 2019 - November 2021

Lead Insurance Agent Team Member

- 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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Licensed Insurance Producer

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.