

Direct Hire Candidate: 5522

Licensed Insurance Producer

EXPERIENCE

State Farm Insurance

2024 - Present

Licensed Insurance Producer

- Handled customer inquiries related to insurance policies with professionalism and accuracy.
- Processed and scheduled policy endorsements, ensuring timely and precise updates.
- Clearly explained insurance terms, conditions, and coverage options to promote client understanding.
- Prepared quotes, provided product information, and bound policies for new and existing customers.
- Assisted policyholders and mortgage companies with billing inquiries and processed payments efficiently.
- Accurately documented customer interactions, policy details, and transactions in the company database.
- Promoted sales by educating leads and existing clients on additional product offerings.
- Stayed up to date with new insurance regulations, product updates, and company policies.
- Maintained excellent service standards by actively listening, addressing concerns, and resolving issues promptly.

Specialty Contractor and Supplier

2023 - 2024

Permit Coordinator

- Submitted permit applications/binders to State Fire Marshal, fire districts, cities, parishes/counties, and other jurisdictions.
- Coordinated permits for installation of commercial kitchen exhaust fire suppression systems, fire alarms, and sprinkler systems.
- Applied for and renewed required state, parish/county, and city business licenses.
- Ensured technician licenses and certifications were kept current and compliant with regulations.
- Interacted daily with State Fire Marshal offices, fire districts, vendors, contractors, and customers regarding permit status and documentation requests.
- Collaborated with department managers to monitor production/job status and address any deviations in permitting requirements.

Property Management Company

2021 - 2023

Commercial Assistant Property Manager

- Monitored shared inbox for emergency/urgent and routine maintenance requests across 600+ sites (banks, schools, retail, offices).
- Created and dispatched work orders to vendors and in-house technicians in Corrigo, ensuring accurate scope and priority.
- Prepared quotes/proposals for customer approval and tracked status through completion.
- Scheduled required inspections to maintain safety and health compliance per state guidelines.
- Communicated daily with customers and vendors to answer questions, provide updates, and follow up on open work orders and invoices.
- Coordinated with utility companies to resolve connection and service issues.
- Processed and onboarded new vendors in Corrigo and the company database, ensuring complete documentation and compliance.
- Maintained accurate records of work orders, quotes, inspections, and invoices to support audit readiness and timely billing.

EDUCATION

Community Collage

Associate Degree (Paralegal)

Community Collage

Associate Degree (General Studies)

CERTIFICATIONS

Licensed P&C, Life & Health in: LA

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Licensed Insurance Producer

Reported: 20–30 policies/mo, \$30–40k premium/mo

Experience: State Farm 1.5 years

Licensed P&C: LA

Will work REMOTE in CT, ET

Desires a Sales, Hybrid or Service role with an Agency @ \$35k base, with \$65k+ earning potential

45 outbound dials/day, 50 inbound calls, referral sales, pivot & cross selling, & delivering excellent customer service.