

# Direct Hire Candidate: 5522

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Licensed Insurance Producer

## EXPERIENCE

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### 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

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### Community Collage

Associate Degree (Paralegal)

### Community Collage

Associate Degree (General Studies)

## CERTIFICATIONS

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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.