

Bilingual Spanish Hire: 6053 ***1-3 LIFE APP/MO***

Licensed Insurance Producer

EXPERIENCE

Local State Farm Agency (Operated by Independently Contracted Agent)

April 2025 - April 2026

Agent Team Member

- Delivered personalized insurance solutions tailored to clients' unique needs and risk profiles
- Analyzed policies and coverage options to ensure adequate protection and identify gaps
- Educated clients on insurance products, clearly explaining policy terms, conditions, and exclusions
- Collaborated with underwriters to negotiate competitive and favorable policy terms
- Processed policy changes, endorsements, cancellations, and renewals with high accuracy and efficiency
- Conducted comprehensive risk assessments to recommend appropriate coverage for prospective clients
- Leveraged CRM software to manage client data, track leads, and drive timely follow-up on sales opportunities

Limited Liability Company

January 2019 - November 2023

Accounts Receivable

- Oversaw sales payment collections and job scheduling, ensuring smooth operations and timely service delivery
- Engaged with clients to explain services, consistently providing high-quality communication and customer support

Oilfield Services

February 2018 - October 2019

Office Manager

- Managed daily office operations, including scheduling appointments, coordinating meetings, and handling correspondence
- Maintained confidential employee records, ensuring accuracy and compliance with privacy regulations
- Supported recruitment efforts by screening resumes, conducting initial candidate interviews, and coordinating assessments
- Partnered with HR to ensure compliance with employment laws and regulations while maintaining accurate personnel records

**** Please note: Employment dates are approximate*

CERTIFICATIONS

Licensed: P&C, Life & Health – TX

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Licensed Insurance Producer

Reported: 25–35 policies/month, \$25–35k premium/month Experience: Local State Farm Agency (Operated by Independently Contracted Agent) – 11 months

Licensed: P&C, Life & Health – TX

Will work REMOTE only in any time zone

Desires a Sales or Hybrid role with a Local State Farm Agency (Operated by Independently Contracted Agent) @ \$40k+ base, with \$50k+ earning potential

50+ outbound dials/day, 10+ inbound calls, pivot & cross selling, referral sales, bundling, win-backs, selling & servicing the Spanish-speaking community & customer service. Reports producing 1–3 new life policies per month.

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