**INSURANCE AGENT RESUME**

John Brooks

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Insurance Agent at New York Life Insurance Company

**OBJECTIVE**

To be employed as an insurance agent at one of the largest insurance companies in the United States and to work in an environment conducive to the improvement of my skills and one that yields lucrative returns.

**SKILLS**

* Extensive work experience
* Admirable ability to prepare routine administrative paperwork in a timely manner
* Remarkable leadership and management skills
* Strong ability to persuade customers
* Solid analytical and problem solving skills
* Excellent in information gathering, data compilation, and preparation of reports
* Knowledgeable in planning and scheduling techniques
* Exceptional ability to utilize advertising and sales promotion techniques
* Proficient in the creation, composition, and editing of written materials
* Superb interpersonal and communication skills
* Remarkable ability to plan, organize, and implement a range of sales promotion programs and events
* Solid team player ethics along with a willingness to help everyone reach his goals
* Sharp mind for learning Insurance Service’s automation system

**EXPERIENCE**

* Best 75 List of IT Capstone Project...
* Pause
* Unmute
* Remaining Time -5:32
* Fullscreen

Best 75 List of IT Capstone Project for Agriculture

Insurance Agent, 20XX – Present

New York Life Insurance Company, New York, NY

**Duties and Responsibilities**

* Calculate premiums of different types of insurance based on risk assessment
* Customize insurance plans to meet needs of customers
* Sell a multitude of insurance policies to customers
* Interview potential clients to obtain data about their financial resources and needs, the physical condition of the customer
* Seek out new clients, generate lists of prospective clients, and develop clientele through networking
* Act as liaison between underwriter and customer
* Confer with clients to obtain and provide information when claims are made on a policy

Insurance Agent, 20XX – 20XX

Tower Group Companies, New York, NY

**Duties and Responsibilities**

* Developed proficiency in all of the company’s products, including Annuities, Long-Term Care, and Life Insurance
* Conducted extensive research, identified, and successfully sold to prospective clients
* Achieved over 300 cold calls weekly, planned and led ten appointments per week, and maintained client base of over 150 Bankers Life and Casualty Company Clients
* Offered mentorship and training to many of the new agents using my leadership skills, extensive experience, and knowledge of the company products
* Maintained a spot in the top ten producing agents in a branch with over a hundred agents
* Implemented strategies to increase production and effectiveness of training programs

Insurance Agent, 20XX – 20XX

MetLife, New York, NY

**Duties and Responsibilities**

* Developed marketing strategies to compete with other individuals or companies selling insurance
* Planned and oversaw the incorporation of insurance program into bookkeeping system of company
* Monitored insurance claims to ensure quick settlement
* Explained the features, benefits, and disadvantages of different types of policies to promote the sale of insurance plans
* Made cold calls, followed up company provided leads, and successfully sold insurance plans to clientele

**EDUCATION**

College, New York University, NY

**Bachelor of Science in Business Administration**

20XX – 20XX, 3.8 GPA

Regis High School, New York, NY

**High School Diploma**

20XX– 20XX, 3.5 GPA

**COURSES**

* Managerial Accounting
* Foundations of Financial Markets
* Information Technology in Business & Society
* Introduction to Marketing
* Management & Organizational Analysis
* Actively involved in charitable organizations including Kiwanis and YMCA

**PERSONAL INFORMATION**

Married, with three children

DOB: 12/2/20XX