**INSURANCE AGENT RESUME**

Hayat john

39576 Hayes Rapids, Los Angeles, CA

+1 (555) 434 5124

**WORK EXPERIENCE**

**Account Manager / Insurance Agent**

07/20XX - PRESENT

Chicago, IL

* Have a thorough knowledge of surety insurance
* Have a thorough knowledge of personal lines insurance
* Has a thorough knowledge of employee benefits insurance. INDBBTINS
* Work with CSA?s to prepare proposals and present to prospects
* Monitor surety expiration lists
* Product Expertise & Internal Coordination
* Meet daily, weekly and monthly call goals and other key performance metrics
* Assist with the development and refinement of sales and contact scripts

**Insurance Agent**

05/20XX- 05/20XX

Chicago, IL

* Maximize sales opportunities on every call
* Document key call details including contact information and call disposition
* Property and Casualty Insurance License is required
* Demonstrated success in meeting defined objectives, quotas, and deadlines
* Empathize with the member
* Responsible for member inquiries/questions
* Assist members with their policy questions

**Licensed Property & Casualty Insurance Agent**

12/20XX - 03/20XX

Dallas, TX

* Assist members with their Policy updates
* Assist members with their Policy billing
* Responds to servicing inquiries
* Acts on referral triggers and provides additional product offerings based on member needs
* Provide excellent member service at all times
* Critical thinking, proactive attitude, strong communication skills displaying empathy and caring
* Focused on production-oriented goals
* Experience with MS business applications
* Participates in training as needed

**EDUCATION**

OHIO STATE UNIVERSITY - MANSFIELD CAMPUS

19XX – 20XX

**Bachelor's Degree in Business**

**PROFESSIONAL SKILLS**

* Excellent organizational skills, ability to demonstrate initiative and capacity to prioritize workload
* Proven sales aptitude and customer interaction skills, handling customer concerns and objections effectively
* Strong organizational, planning and negotiation skills
* Computer experience and good organizational skills
* Proven oral/written communication skills
* Strong team-building and leadership skills focused on production-oriented goals
* Answer inbound sales calls demonstrating intermediate skills and knowledge of products and benefits