ROBERT SMITH

Auto Insurance Agent

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SUMMARY

An energetic Self-Starter who is creative and can work independently or with a team. Enthusiastic when it comes to working and can maintain a positive attitude under changing work circumstances. Possesses good work ethics that make long-term relationships with customers possible.

SKILLS

Communication, Microsoft Office, Proactive, Extremely detail-oriented.

WORK EXPERIENCE

Auto Insurance Agent

BEST BUY AUTO INSURANCE - 2009 – 2020

- Called on policyholders to deliver and explain the policy.
- Analyzed insurance program and suggest additions or changes or to do a change of beneficiaries.
- Calculated premium and establish payment method.
- Sought out new clients and develop clientele by networking to find new customers and generate a list of prospective clients.
- Maintained database of customers details about insurance policy such as vehicle name number etc.
- Handled all customer service duties.
- Answered client calls and inquiries and generated sales leads.

Auto Insurance Agent

Delta Corporation - 2010 – 2012

- Completed auto insurance policies.
- Answered phone and handled customer questions and complaints.
- Performed marketed projects for the office.
- Completed cold calls as per request.
- Performed daily housekeeping duties inside and outside of the facility as needed.
- Worked close with the owner with marketing, sales, and company projection. Processed endorsements per customer request.
- ${job_description27}

SCHOLASTICS

- Associate In Business & Marketing - August 2011(Sacramento City College - Sacramento, CA)

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