ROBERT SMITH

Insurance Broker

info@qwikresume.com | https://Qwikresume.com

A polished Executive Administrator with 10+ years of proven experience supporting corporate senior level Executives and management team for a global Fortune 500 company. I'm a highly confidential communicator and employee with an extensive background in project management operations, procedures, calendar management, planning, and logistics for a busy meeting schedule including complex travel arrangements in a highly visible position.

OCTOBER 2010 – 2019

INSURANCE BROKER - JRC SOLUTIONS

- Processed orders via phone and Internet.
- Authorized and issued customer Return Requests for various reasons.
- Provided accurate pricing, product information and product availability information.
- Placed orders for new merchandise and provided excellent customer service via the telephone and/or in person.
- Reviewed planned orders, created requisitions for purchased items, and managed approval process.
- Trained new employees, processed federal and state forms for employee payroll, coordinated work schedules, and paid store invoices.
- Generated a 10% increase in sales and business every month for over a year.

2008 – 2010

BROKER - ABC CORPORATION

- Operations Manager Management position responsible for ensuring the applications meet current banking guidelines before submission to bank
- Responsible for running all loans through DU or LP for approval before submission to lenders
- Responsible for re-structuring loans with loan officers that did not meet approval requirements
- Manage loan officers and pipeline
- Update pipeline on daily basis regarding milestone statuses
- Address issues with loan officers on milestone statuses to ensure we are meeting efficient closing times
- Address any issues that could not be handled by the Loan Officer such as Borrowers objections, Appraisal or Title.

© This **Free Resume Template** is the copyright of Qwikresume.com. **Usage Guidelines**

EDUCATION

B.B.A. in Business Administration - (American Intercontinental University)

SKILLS

MSC Core Training Completed.