

ROBERT SMITH

Sr. Commercial Account Executive

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SUMMARY

A detail-oriented, efficient, self-motivated, insurance licensed professional with 15 plus years of experience is seeking a challenging career for growth. Also, owner of Medicine Shell Photography looking for the opportunity to showcase work and expand knowledge in the corporate world of advertising and design.

SKILLS

Microsoft Word, Microsoft Excel, Powerpoint, Photoshop, LightRoom, Outlook

WORK EXPERIENCE

Sr. Commercial Account Executive

Odom Scruggs & Associates - February 2006 – Present

- Specializing in writing commercial insurance for local businesses including but not limited to general liability, workers compensation, commercial auto, equipment, errors & omissions, etc.
- Searching for best coverage and pricing options with several companies we represent all clients.
- Establishing step by step written processes and procedures for better efficiency throughout the agency.
- Maintaining proactivity in clients renewals for marketing their accounts with other companies to establish the best pricing and comprehensive coverage every year.
- Assisting the clients in policy inquiries, billing questions, policy changes, account reviews, etc.
- Reviewing the leases and holding harmless agreements for clients and educating them on their insurance needs based on these agreements.
- Networking on a daily basis to establish personal relationships for clients and prospects.

Agency Director

Liberty National Life Insurance Company - October 2003 – February 2006

- Networked with local governments and businesses to provide much needed supplemental benefits to their employees at no cost to the employee as well as educated each employer on how to save money on payroll taxes.
- Established a need for each individual and offer our products to help fill those needs.
- Worked with Payroll Managers at each business to assure payroll deductions are being taken, as well as bills have been received and reconciled all while maintaining a strong relationship with business owners and employees to assure absolute best customer service and satisfaction.
- Explained the policy coverages and compare policy forms to each client on the as-needed basis.
- Excellent people and communication skills, an abundance of insurance industry knowledge, strong organization skills, as well as genuine care and concern for all employees allow me to be extremely efficient with day to day contact with all clients and prospects to achieve maximum satisfaction with customer service and products offered.

- Recruited, lead, & developed new agents and transfer skills to show and allow new agents to be successful.
- This is Dummy Description data, Replace with job description relevant to your current role. In case if you dont need it you can delete it.

SCHOLASTICS

- High School Diploma - 1999 to 2003(Dutch Fork High School Irmo - Irmo, SC)