

# ROBERT SMITH

## Junior Insurance Advisor

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

### SUMMARY

Junior Insurance Advisor having 3+ years of experience in multiple work environments ranging from a multi-billion dollar global organization to local Australian mid-size organizations. The core of my experience has revolved around customer behavior, customer satisfaction and delivering good financial outcomes for the companies I worked for.

### CORE COMPETENCIES

Territory Management, Recruiting, Hiring, Sales Training, Staff Development, Operations Management, Relationship Building, Sales Presentations, Closing Strategies, Outstanding Client Experience, Consultative Selling

### PROFESSIONAL EXPERIENCE

#### Junior Insurance Advisor

**Australian Department Of Veterans - January 2015 – April 2016**

#### Key Deliverables:

- Worked as an insurance advisor in defense service home insurance team advising and offering assistance on various insurance products.
- End to end claims management including lodging, processing, settling and finalizing claims.
- Calculated policy premium by following underwriting guidelines set by the defense services home.
- Provided quotes and promoting products for various insurance products including building, contents and vehicle insurance.
- Explained the benefits of our policies over other products in the market with an aim to sell or upsell.
- Made changes to existing policies based on customers new requirements and changes in circumstances.
- Observed and received and otherwise obtaining information from all relevant sources.

#### Insurance Advisor

**ABC Corp - January 2012 – December 2014**

#### Key Deliverables:

- Spent time with potential clients to assess their personal values, develop rapport.
- Reviewed their existing policies which enabled me to provide them with the best coverage and premium options available based on their financial needs and ability.
- Consistently met or exceeded sales and performance goals leading to the betterment.
- Routinely earned monthly premiums of new business in excess of \$40,000 per month.
- Generated new business via telephone, networking, and other lead sources.
- Demonstrated exceptional sales ability and strong interpersonal skills with the persuasive, positive and confident approach.

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- Sourced new clients by cold calling 70 business owners daily, proactive networking through BNI.

### EDUCATION

- Certificate III in English Literature - June 2011 to December 2011(Panjab University )