

# Licensed Sales Associate

# ROBERT SMITH

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## Objective

Honest, reliable, responsible, conscientious, enthusiastic, dedicated, and personable. Well groomed and behaves in a professional manner. Treasurer of my HOA for the 6years (planning the budget, invoicing, collecting HOA dues, balancing), responsible for creating and maintaining the HOA website and emails. Also, creation and mailing of 2 newsletters a year.

## Skills

Microsoft Office, Customer Service, Training & Development.

## Work Experience

### Licensed Sales Associate

#### ABC Corporation - 2015 - 2016

- Created brochures, newsletters, sent marketing material to farm areas, placed ads, etc.
- Trained the agents on all the Real Estates related software and MS Word, Excel and Publisher.
- Maintained Outlook calendar as well as Win Sales, a client database of 3,000.
- Scheduled of appointments, making travel arrangements.
- Involved in re-creating and editing a bi-monthly newsletter distributed to 1,000 attorneys to promote litigation support.
- Prepared, coordinated, and set up monthly Business Roundtable meetings facilitated by my employer and also served as recording secretary.
- Set up seminars and briefings facilitated by my employer.

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#### Delta Corporation - 2008 - 2014

- Offer personalized insurance solutions to customers when need is uncovered.
- Ensure accuracy of all documents -Use of Microsoft Office daily -Receptionist/Secretarial Duties -Ensure every customer has a positive customer .
- Main responsibility was office manager and preparing closings.
- Managed and marketed luxury communities generating million dollar sales Negotiated and wrote sales agreements Assisted with process of inside loan .
- Collaborated with agency owner on a daily basis Performed insurance quotes upon clients requests Collected and processed payments on insurance.
- Employed by an agent for American National Insurance Company, a large multiline insurance company focused on providing .
- Responsibilities- Provide full range of assistance to clients in buying or selling of their home.

## Education

High School Diploma