ROBERT SMITH

Licensed Sales Associate

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

SUMMARY

To obtain a Licensed Sales Associate position where I can utilize my strong leadership skills, organizational talents, and work ethic to be a valuable asset in the advancement of the company.

CORE COMPETENCIES

Microsoft Office, Business Analysis.

PROFESSIONAL EXPERIENCE

Licensed Sales Associate

ABC Corporation - September 2013 – 2020

Key Deliverables:

- Coordinated appointments to show homes to prospective buyers.
- Coordinated property closings, overseeing signing of documents and disbursement of funds.
- Conferred with escrow companies, lenders, home inspectors, and pest control operators to ensure that terms and conditions of purchase agreements are met before closing dates.
- Proven record of maintaining, verifying, balancing allocated cash drawer, including proper trial balancing daily.
- Compared a property with similar properties that have recently sold to determine its competitive market price.
- Contacted property owners and advertise services to solicit property sales listings.
- Evaluated mortgage options to help clients obtain financing at the best prevailing rates and terms.

Licensed Sales Associate

Delta Corporation - 2010 – 2013

Key Deliverables:

- Sale of Auto, Home, Boat, other personal lines insurance Customer service, changes to insurance policy coverage.
- Sale of Auto, Home, Boat, other personal insurance Train students as customer service representative Customer service, changes to insurance policy .
- Accounting for 33% of the business written between 5 licensed agents .
- Responsible for writing all personal lines of insurance business -Interviewed clients, evaluated individual needs -Responsible for understanding and .
- Answered High Volume Calls Met Quotas Customer Sales Experience Microsoft Office Program Proficient Complex Problem Solving Established Rapport Set .
- Insurance sales and customer service for new and existing customers.
- Calculated premiums and established payment methods for clients Obtained license through meetings, seminars, and other programs to learn about new .

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EDUCATION

- High School Diploma

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