



John Doe

PROFILE

Customer centric, detail-oriented, and determined to exceed expectations. Effective work ethic, industry knowledge, salesmanship, and positive compliance history make me a valuable asset to any agency. Technological proficiency and bilingual communication skills allow me to service a broader market and previous experience working as a remote broker has taught me how to operate both independently and as part of a team.

CONTACT

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WORK EXPERIENCE

Life & Health Insurance Broker - A1 Insurance Agency

February 2015 – Present

Sales and marketing of life insurance and private health insurance plans in Tennessee, Mississippi, and Arkansas. Earning life-long clients through integrity, white-glove customer service, and top quality products. Exceeded year-end financial goal in 2024 and 2023.

Operations Manager - Solitaire Security Force

December 2005 – January 2015

Managed operation of 24-hour emergency dispatch center and bi-weekly scheduling of 30+ security officers and patrol vehicles. Performed security officer training and licensing. Organized security collaboration with local law enforcement. Wrote incident reports for clients, company, and law enforcement.

Sales Associate - Best Buy

June 2001 – November 2005

Provided friendly customer service and performed retail sales duties, including operating cash register and assisting with customer returns and exchanges. Conducted weekly merchandise inventory and product shipping and receiving.

EDUCATION

University of Memphis

Graduated 2005

Bachelor of Science in Business Administration

Insurance Licensing

Effective: February 2015, Expires: December 2026

Life & Accident/Health- TN, MS, AR

Memphis High School - Memphis, TN

Graduated 2001

High School Diploma

SKILLS

Languages Spoken

Spanish, English

Excellent Communication Skills

Proficient in Microsoft Word, Excel, Outlook, and PowerPoint