

Seeking position as producer in Cornelius, Huntersville or Belmont areas.

SKILLS AND ABILITIES

COMMUNICATION and COMPUTER SKILLS

- Incomparable ability to write, speak, and present effectively and professionally with people of varying demographics.
- Personable skills and ability to create rapport, as well as outstanding writing skills.
- Proficient in MS Word, and MS Excel with extensive knowledge in web-based research.
- Proficient in web-site building, development and advertising.

MANAGEMENT SKILLS and DECISION MAKING

- Efficiently managed, produced and retained over \$5MM in business.
- Advised, produced and implemented commercial, life, health, home and auto insurance contracts.
- Consistent Sales growth over 10% annually with 98% retention rates.
- Meticulousness to detail in every project, assignment, or task given.
- Tremendous ability to organize and facilitate multiple groups of people in executing various tasks as demonstrated by volunteer experience with the Citizens Conservations Corp.
- Exceptional capability to prioritize and multi-task with multiple projects and deadlines as demonstrated by leadership positions with Cincinnati Financial Corporation.
- Superb application of administrative work making phone calls, filing, and database management as demonstrated through employment with Songer Insurance Agency Inc.

PERSONAL QUALITIES and LICENSING

- Property & Casualty Insurance License. Life, Health, Accident & Sickness License.
- Extremely flexible, open, and highly adaptable to new systems, ideas, or change.
- Tremendous leadership skills as demonstrated through volunteer work with the Citizens Conservations Corps of West Virginia.
- Hard working and dedicated to complete every task successfully and efficiently.
- Self-motivated, confident, and able to take initiative.
- Extroverted, with a positive outlook and attitude.
- Ability to think efficiently and quickly in most situations and locations of high stress demonstrated with my piloting background.

EMPLOYMENT HISTORY

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| • Citizens Conservation Corps of West Virginia | May 2011- MAY 2012 |
| • Songer Insurance Agency Inc. | August 2012- PRESENT |

EDUCATION

- Bachelor of Multidisciplinary Studies, Business Administration, Advertising, Communications. Eberly College of Arts and Sciences. West Virginia University, Morgantown West Virginia.
- Commercial Lines Producer Development. Hartford School of Insurance.

- Commercial Lines Coverage Specialist. The National Underwriter Company.