

Jennifer Vera
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Objective: To work in a comfortable atmosphere where I will be challenged on a daily basis and be able to provide others with my help and knowledge.

Executive Summary:

I have 8 years of experience in the insurance industry.

Accomplishments:

At ALF Insurance I was ranked top producer 3 years in a row.

Experience: Alf Insurance Agency Wyoming, MI. 49509
Insurance Sales Agent 01/2006 to 03/2011

- Executed daily reports
- Sought out new clients and developed clientele by networking to find new customers and generated lists of prospective clients.
- Wrote, designed and produced auto and homeowners insurance.
- Monitored insurance claims to ensure customer service satisfaction
- Selected company that offered type of coverage requested by client to underwrite policy.
- Performed administrative tasks, such as maintaining records and handling policy renewals.
- Conferred with clients to obtain and provide information when claims were made on a policy.
- Ensured that policy requirements were fulfilled.
- Trained and supervised 2 employees, scheduled work hours, resolved conflicts.
- Developed marketing strategies to compete with other individuals and companies who sold insurance.
- Explained features, advantages and disadvantages of various policies to promote sale of insurance plans.
- Successfully handled and executed marketing plans.
- Calculated premiums and established payment method.
- Responsible for overseeing office and daily operations.
- Called on policyholders to explain policy, to analyze insurance program and suggest additions and changes.
- Responded to written and telephone requests for endorsements.
- Contacted underwriter and submitted forms to obtain binder coverage.
- Attended meetings, seminars and programs to learn about new products and services, learned new skills, and received technical

- assistance in developing new accounts.
- Purchased and maintained office supplies

L.A. Insurance
Insurance Agent/ Office Manager Grand Rapids, MI. 49504
01/2005 to 12/2005

State Farm Insurance Holland, MI and Grand Rapids, MI
Insurance Producer/Customer Service 04/2003 to 10/2004

Leprino Foods Allendale, MI
Hilo driver/Line attendant 03/2001 to 08/2002

Education: O.C.T.I (Olympia Career Technical Institute) Grand Rapids, MI
Dental Assistant-Dental Hygiene 2002-2003

Languages:

Spanish Read and Written

License: Property and Casualty
Life and Health
Accident
Variable Annuities
Bank

References: Available upon request