

Andrew Light

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To secure a career with an organization with a developing environment that will lead to a long-term relationship in the field of sales and customer service.

Work Experience

- National Benefit Brokers* **Life and Health Insurance Sales** 2013-Present
- ▲ Created and developed marketing and cold call campaigns.
 - ▲ Conducted face to face sales presentations for consumers and businesses.
 - ▲ Representing 13 different life insurance companies.
- CityWide Home Loans* **Loan Officer Assistant** 2013-Present
- ▲ Assist LO in marketing by working with referral partners.
 - ▲ Consistently made over 100 phone calls, 20 conversations, and 2 appointments daily.
 - ▲ Completed 20 hour SAFE training.
 - ▲ The CORE loan officer training.
 - ▲ Developed Salesforce.com database for referral partners, past clients, and new prospects.
 - ▲ Managed drip marketing campaigns for marketing to past clients and new prospects.
- Rolla Horton State Farm* **Insurance Sales Representative** 2012 – 2013
- ▲ Represent a full line of insurance and financial products, serving as a trusted advisor to businesses and individuals.
 - ▲ Accountable for over 50% of sales for the agency.
 - ▲ Leverage consultative-sales strengths to identify opportunities, nurture relationships and close deals.
 - ▲ Responsible for maintaining good relationships and maintaining contact with potential and current clients.
 - ▲ State licensed in Property, Casualty, Life, Health, and Long Term Care.
 - ▲ Worked toward Mortgage Loan Originator and Series 6.
- Appion, Inc* **Project Manager** 2010 – 2012
- ▲ Directly supervised 7 employees; including organizing safety meetings with employees.
 - ▲ Created and managed production schedules to match customer demand and current production needs.
 - ▲ Managed the remodel of a 15,000sf warehouse and 2000sf office tenant finish.
 - ▲ Maintained and upgraded both the former and new building utilizing energy grants to make the buildings more efficient.
 - ▲ Designed floor plans, created project plan's, and solicited bids for an office addition utilizing natural light and smart lighting.
 - ▲ Sourcing, negotiating the purchase of, and maintaining of warehouse equipment.
- Allied Floor Services, Inc, Denver, CO* **Project Manager** 2008 – 2009
- ▲ Value engineered, optimized labor requirements, and adjusted order of scheduling on multiple projects resulting in cost savings up to \$125,000 per project.
 - ▲ Provided administrative support with the creation of budgets, schedules, submittals, purchasing, and inventory controls.
 - ▲ Prepared and reviewed budget analysis and overall project profit and loss statements
 - ▲ Interacted directly with General Contractors and owners to ensure project was progressing to their satisfaction.
 - ▲ Developed and implemented a training system utilizing in-house experts to train other Project Managers, Estimating, Administrative Assistants, and Purchasing on proper installation procedures and requirements for the wide array of products we installed.

Education

- Bachelors of Business Administration** **Northwood University** 2008
- ▲ Emphasis in Accounting, Management, and Management Information Systems

Additional Skills

- ▲ Youngest Realtor in the state of Michigan, closing 10 homes in first 6 months
- ▲ Owned and managed four businesses.
- ▲ Earned numerous sales and customer service awards for a wide array of metrics including satisfaction survey results, sales per hour/day/month, and add on sales.
- ▲ Trained employees in company standards, how to maintain a proper customer service, and how to resolve difficult situations
- ▲ Excellent Microsoft Office skills, UNIX training, website design and administration, SEO, programming methodology, Salesforce.com, CRM, and certification in computer repair.

Volunteer Experience

- ▲ **Bike Denver** Volunteer Manager Denver, CO 2012
 - 2012 Rookie Volunteer of the Year
- ▲ **The Bike Depot** Bike Depot Volunteer Denver, CO 2012
- ▲ **GABF** Volunteer Denver, CO 2008-2011
- ▲ **Garber High School** Assistant Ski Coach Essexville, MI 2004-2006
- ▲ **Essexville Panthers** Assistant Coach / Volunteer Essexville, MI 1998-2004
- ▲ **Habitat for Humanity** Construction Bay City, MI 1996 - 2006

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