

Kenneth M. Lambert
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EXPERIENCE:

01/2009-07/2010 GHI Company / Insurance Sales

- Customize insurance policies to suit customer needs, while covering a variety of risks
- Interview prospective clients to obtain data about their property to be insured and to discuss existing coverage's.
- Prospect leads from outside vendors to seek out new clients and develop new business
- Follow up and maintain existing clients files, perform administrative duties, and carry out daily operational needs
- Ensure that policy requirements are fulfilled, including any necessary examinations and the completion of appropriate forms.
- Ensure underwriting requirements are met, including auto and property inspections and necessary documentations.

2007-12/2008 XYZ Corporation / Insurance Sales

- Processing all Auto endorsements;
- Processing all Homeowners/Flood Endorsements;
- Reconciling bank deposits on a daily basis;
- Cross selling current client for other lines of business;
- Capturing retention opportunities by contacting renewal clients.

2006-2007 DEF, Incorporated / Insurance Sales

- Responsible for managing clients and their accounts.
- Provide information by running meetings and giving presentations.
- Implement time management on a daily basis.
- Responsible for contacting prospective clients and setting appointments with them.

EDUCATION

- Office Technology Diploma, New York University, New York, NY. / Word Processing/Data Entry Diploma, University of California / Pursuing Degree in Business Administration.

SKILLS

- Experience in Microsoft Word, Excel / Outlook, Top Producer/ MLX Change / Win2Data/ Dictaphone / Good Project Management & Organizational Skills / Highly Reliable & Responsible / Fluent in English and Spanish.