

First Last

Address
555-555-5555 email@email.com

Objective

Professional and seasoned manager at an insurance agency who is seeking a position at a call or dispatch center full-time. Secondary titles seeking would include manufacturer or factory work or would use my insurance license. Seeking interval from current co-ownership of trade show business and pursuing fulfilling career and steadier income with benefits.

Qualifications Profile

- Administrative management
- Event planning
- Accounting and budgeting
- Advanced communication
- Trade show experience
- Client Management

Work Experience

Co-Owner of Magical Project in Augusta, GA (05/2011 – Current)

Provided administrative support to operations management, including transaction and order processing internationally with Japanese auction sites and at trade shows, event planning, logistics coordination and file maintenance. Strengthened communication skills as direct point of contact for external vendors and partners. Maintained administrative records and budgeted ROI for products and events.

Manager at A-Affiliated Insurance Agency in Augusta, GA (07/2005 – Current)

Licensed Insurance Agent position that focused on managing clients and business underneath the owners. Delegated assignments to employees and managed own clients through company research and complying with insurance by-laws. Included recording receipts, office inventory, multi-tasking clients and schedules and analyzing reports for clients and business.

Team Member at Joann Fabric and Crafts in Augusta, GA. (10/2016 - Current)

Reliable stocker in the morning that involved inventory handling, plan-o-grams, heavy lifting, and display management as well as timeliness and goal setting to complete truck arrivals.

Call Center CSR at Urban Outfitters Contact Center in Trenton, SC and Augusta, GA. (05/2013 – 10/2014)

Enjoyed fast-paced high volume inbound/outbound call center position that assisted customers in placing orders and troubleshooting errors. Multitasking with 6 different online stores: Urban Outfitters, Anthropologie, Free People, BHLDN, Terrain and Without Walls.

Education

Bachelors in Business Administration at Phoenix University in Augusta, GA. (03/2013 – 10/2015)

Associates in Computer Sciences at Phoenix University in Augusta, GA. (10/2011 – 02/2013)

Additional Skills

- Sewing and crafting
- Volunteer Director of Vendors for Local Convention
- Intermediate in Japanese
- Microsoft Word, Excel, PowerPoint
- Marketing
- Leadership focused

References

1. Callie Hawk
Co-worker at Magical Project Partner
706-832-9402
magcialprojectc@gmail.com
2. Kat Smith
Co-worker at JoAnn Fabric and Crafts
Volunteer at Magical Project
706-799-9836
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3. Patty Glisson
Peer
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4. Paula Williams
Supervisor at JoAnn Fabric and Crafts
706-339-9725