**CLARA CLARKE**

535 Some Street, Springfield, Illinois 62701

contact@anymail.com, (012) 345-6789

**OBJECTIVE**

Seeking the job of Insurance Sales Agent to utilize my extensive experience in financial sector and insurance setting

**SKILLS**

* Over three years experience as Insurance Sales professional
* Skilled in assessing the client needs and providing advices on their coverage policies
* Experienced in maintaining favorable relationships with customers and companies
* Quick to grasp the knowledge of new insurance products, policies and their prices
* Adept in handling personal and commercial insurance (home, auto, health, business, etc.) needs.
* Experienced in dealing with Retirement and Education plans

**ACCOMPLISHMENTS**

* Met the Insurance sales quota by 100% in 2012
* Awarded as Agent of the Year for maximum policy retentions in 2012

**PROFESSIONAL EXPERIENCE**

**Regions Financial Corporation – Springfield, Illinois**

**(2010- Present)**

*Insurance Sales Agent*

* Assessed client needs and provided options for insurance coverage
* Responsible for calculating the premium amounts and set up payment methods
* Helped many customers with their claims
* Offered customized policies to meet customer needs
* Assessed whether all the policy requirements were met or not
* Initiated new insurance marketing strategies
* Examined the insurance claim settlement procedures

**EDUCATION**

* Bachelor of Science with a major in Business Management from University of Illinois
* Training in Estate Planning and Retirement Planning

DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Clara Clarke