

Nicholas Navarra Jr.

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Objective:

I am seeking a position that will welcome my extensive background and years of experience in the insurance industry. My work reflects an interest in maintaining professional and positive relations with customers and business contacts. I am a hard working and organized individual, with excellent dependability, who can be relied upon to represent your company in a positive and professional manner.

Professional Positions Held:

Workers Compensation Sales Support
Commercial Lines Sr. Account Manager
Personal Lines Sr. Account Manager
Director of Sales
Agency Office Manager

Professional Responsibilities and Duties:

- * Account service
- * Sales
- * Cross selling
- * Policy renewals
- * Ensuring carrier compatibility
- * Binding
- * Endorsements
- * Quoting
- * Billing
- * Claim reporting
- * Certificates of Insurance
- * Petitioning new business
- * Market reviews
- * Application preparation
- * Producer support
- * Submissions

Technology Skills:

- * Microsoft Office Suite
- * AMS 360
- * Applied Management Systems
- * Chubb Real-time
- * Hartford EBC
- * INET
- * Prime Agency Management Systems
- * Progressive FAO
- * Travelers/Atlas
- * Zisnet

Accomplishments:

- * Expanded policy accounts over 150%
- * Sustained above stand profitability
- * Achieved 6 Regional Sales Awards
- * Coordinated Professional Athletes Program
- * Tailored insurance needs for high net-worth athletes

Employment:

Union One Financial: January 2015 - Present
Liberty Insurance Company: June 2013 – September 2014
Union One Insurance: April 2010 – June 2013
Gilchrist Insurance: September 2004 – May 2009
PLI Insurance Brokerage: July 2002 – September 2004
Norman, Spencer, and McKernan: December 1999 – July 2002
State Farm Insurance Company: January 1986 – December 1999

Licenses and Certifications:

- * Life, Health and Accident, and Property and Casualty in Pennsylvania
- * CISR