

Sherrie Garcia

8718 Lyndora St. Downey , California
Dennellgarcia@gmail.com
5623920696

Summary Licensed insurance sales representative who excels at analyzing, prioritizing and completing tasks in a professional manner.

Objectives To seek challenging assignment and responsibility, with an opportunity for growth and career advancement as successful achievements.

Education **Downey Adult School** (Graduated January 2005)
G.E.D/General Education
G.E.D certificate.

Experience **State Farm Insurance** **Lynwood , Ca** (September 2013– Present)
Sales Representative

- Develop leads,schedule appointments,identify customers needs, and market appropriate product and services.
- Uptained personal information from clients in order to process loan applications and other financial service products such as checking and savings accounts .
- Collaborated with other team members on special projects and events.

Freeway Insurance **Los Angeles, Ca** (March 2011– March 2013)
Customer Service Representative

- Communicating with existing customers and clients regarding general service inquiries and promotion of product services.
- Minimum of hundred calls a day,seeking new business.
- Followed procedures for correcting certain administrative errors.

Rogelio Estrada Income Tax Service **Hawaiian Gardens, Ca** (January 2010– Present)
Tax Preparer

- Delivered exceptional service by greeting and serving customers in a timely, friendly manner.
- Fielded an average of 40 customer service calls per day.
- Prepared taxes for customers.

Certification **Notary** **Los Angeles , Ca**
Notory Public *September 2014*
Commission expires September 2018.Errors And Omissions expires September 14, 2015.Bonded.

Life Accident And Health **Los Angeles , Ca**
Department Of Insurance *November 2014*
License currently pending to be issued.

Property and Casualty Broker/Agent **Los Angeles, Ca**
Department Of Insurance *September 2013*
Licensed by the Department Of Insurance .

Ctec/Ptin **Downey, Ca**
Tax Preparer *January 2010*
Recognized by the IRS as a licensed Tax Preparer.

Skills

Bilingual in Spanish: ★★★★★

Quickbooks: ★★★★★

Microsoft Word and Excel: ★★★★★

Customer service: ★★★★★

Self-motivated: ★★★★★

Team player: ★★★★★