809 Lytle Street Redlands CA 92374 (909) 538-5106 [andespen@hotmail.com](mailto:andespen@hotmail.com)

**Ande Spencer**

**Objective:** With an active Life/Health license and LTC certification I seek employment that delivers more than promises.

**Professional Accomplishments**

**Sales/Support Services**

* Directed campaign for first-time, unknown State Assembly candidate who garnered over 40% of the vote.
* Assisted clients in layout and planning of home design and special order furniture/merchandise from initial sale through delivery and client satisfaction.
* Educated and advised union and association members about life and health insurance availability.
* Taught interior design to Adult Education students.

**Management Skills**

* Recruited, organized and trained volunteers for various political candidates.
* Managed a 24-station language and culture Macintosh Lab.
* Hired student workers to assist in the Lab. Assigned duties and daily work schedules.
* Trained new insurance agents.

**Tech Skills**

* POS design programs.
* Knowledge of advertising, sales promotion and sale of service, budget and planning.
* Word, Excel, Outlook, PowerPoint knowledge.

**Customer Assurance**

* Positively resolved customer complaints to provide professional service.
* Planned clients’ interior layouts. Assisted in fulfilling their expectations with their home design. Tracked order from placement to production to delivery of merchandise/product.
* Kept clients informed about insurance needs and upcoming changes.

**Employment History**

2015-present Insurance Agent SCP Ins. Serv., Inc. Yucaipa CA

2015-2015 Insurance Agent American Income Life Ontario CA

2007-2015 Interior Design Principal Spatial Effects Redlands CA

2008-2009 Furniture Sales Bassett Home Ontario CA

2003-2007 Design Consultant Today’s Way Riverside CA

2002-2003 Designer Viennes Furniture Temecula CA

1997-2002 Editorial Assistant *Psychology & Aging* Claremont CA

1996-2000 Lab Manager Pitzer College Claremont CA

**References available upon request.**