Garrett R. Dahlberg

9650 Milliken Ave #4217

Rancho Cucamonga, CA 91730

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**Insurance Sales**

Flexible and highly motivated employee with 5 years’ experience in sales, marketing and customer service seeks to continue to develop professional sales and marketing career. Highlights of skills and qualifications include:

* Excellent interpersonal, communication and relationship-building abilities.
* Strong skills in telephone sales and setting appointments
* Experience in online, direct, and consultative sales including cold calling, new customer acquisition, promotional event organization, customer satisfaction, and referral/repeat business generation.
* Insurance Licenses- Life & Health and Property & Casualty- #0I55281

**EXPERIENCE:**

**Sumner Insurance Group 5/2014-Present**

***Insurance Sales Representative- License #0I55281***

* Sale to customer all lines of Home, Auto and Life Insurance
* Excellent customer skills
* Follow up with current client base
* Professional in all manner of employment

**Personnel Concepts 10/2013-5/2014  
*Labor Law Compliance Specialist***

* High volume telephone sales

**Legacy Capital Management** **12/2010-10/2013**

***Administrative Assistant and Sales Co-coordinator***

* Sets up and maintains filing systems
* Ensures timely mailing of new sales packages
* Receives, organizes, distributes, and records daily incoming files
* Types letters, memos, reports and presentation material using appropriate software
* Copy, assemble and mail sales packets
* Cold calling companies and setting up appointments for Representatives
* Answer incoming phone calls and direct to sales representative

References available upon request