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| **13201 Monte Vista Ave**  **Chino, CA 91710** | **956-655-4113 Cell**  **gia.gonzalez@yahoo.com** |

Gia Gonzalez

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| Objective: | **Sales Representative / Customer Service** |
| Qualifications:  Experience: | Bilingual, trustworthy, responsible and able to multitask. Computer literate; MS Word, Excel, PowerPoint, Outlook  Non-Resident P&C and Life and Health License # 0J19939  6/2011 – 08/2014 Insurance Sales Representative McAllen, TX   * Answer phones, process payments, changes and cancellations * Quote and sell Auto, Fire and Life policies and process Bank loans * Call customers with past due accounts and resolve billing issues   8/2010 – 6/2011 Morales Insurance McAllen, TX  Insurance Sales Representative/Administrative Assistant   * Quoted group prospects, scheduled enrollments and serviced accounts * Scheduled interviews and training as needed for enrollers and new hires * Ordered literature needed and assisted with off-site group enrollments |
|  | 6/2008 – 8/2010 Pronto Insurance McAllen, TX  Insurance Sales Representative   * Quoted, followed up and sold Auto policies, processed payments * Call current/past customers to collect or to ask them to come back * Open and/or close store, reconcile and make bank deposits * Delivered flyers around store and Filed income tax during season |
|  | 6/2004 – 6/2008 **Coldwell Banker** San Jose, CA  Real Estate Agent   * Organized and conducted first time home buyers seminars * Executed contracts for buyers/sellers and posted new listings * Guided and updated clients during loan, appraisal and closing * Followed up after closing and requested referrals   9/1989-2/1999 **Sun Microsystems, Inc.** Menlo Park, CA  Administrative Assistant   * Made International travel arrangements for World Wide Sales Director * Screened resumes for new hires, scheduled interviews and training * Kept track of headcount, budget and requested/approved expenses * Ordered and kept track of Capital Equipment; Organized off site events |
| References: | Available upon reqest |