

Operations Manager/ Project Manager/Advertising Manager Operations Manager/Project Manager/Advertising Manager Operations Manager/ Project Manager Seabrook, TX Experienced Operations Manager with excellent client and project management skills. Action-oriented with strong ability to communicate effectively with technological, executive, and business audiences. Authorized to work in the US for any employer Work Experience Operations Manager/ Project Manager/Advertising Manager MaximGroup/AssuredPartners - Houston, TX October 2005 to March 2018 Managed day to day operations for an independent insurance agency. I managed approx 40 employees at one time. Created and implemented workflows for management systems. Project manager for conversion of management systems. Managed all IT related workflows, equipment, policies and procedures. Project leader for all advertising, promotional and sponsorships for agency, including, but not limited to all branding, outside events, stationary, ad campaigns, slogans, support of community functions and sponsorship's of local schools etc. I designed and trained all employees on management system and third party programs, workflows and any new programs or changes in workflows. Assisted accounting and HR departments on policies and procedures as related to company best practices. IT Manager MaximGroup - Houston, TX January 2008 to May 2010 Maintained and managed entire network for an independent insurance agency. All computer related items, phone system, server Windows 2008 Virtual Server, Active Directory, Cisco & RingCentral Phone systems. Negotiated and maintained vendor contracts for any and all 3rd party assistance and programs used for daily workflows. Sharefile, RightSignature, Microsoft Office Suite, Office 365, Adobe, Applied Systems Management Software, TAM & Epic. Commercial Lines Assistant MaximGroup - Houston, TX December 2006 to January 2008 Processed all insurance related information for our commercial clients into our management system. Entered new business information, renewals of insurance policies, cancellations and invoicing. Attaching of documentation, and sending out new and renewal related letters to clients to maintain or solicit new business. Personal Lines Assistant MaximGroup - Houston, TX October 2005 to December 2006 Processed all insurance related information for our personal clients into our management system. Entered new business information, renewals of insurance policies, cancellations and invoicing. Attaching of

documentation, and sending out new and renewal related letters to clients to maintain or solicit new business. Education High school or equivalent Henry Abbott Technical High School - Danbury, CT Skills Operations Management, Contract Negotiation, Computer Proficient, Business Development, Applications Specialist, Procurement of IT Hardware & Services, Network Management, Cable Installation, Creative Problem Solving, Account Management, Internal Auditing, Conflict Resolution, Project/Logistics Management, Manage Third-Party Solutions, Advertising Management, Sales Consulting & Management, Trouble-Shooting, Personal and Commercial Lines Insurance Knowledge, Customer Service Focused, VOIP Phone Specialist, On-site Software & Hardware Trainer, Microsoft Suite Efficient, Applied Systems TAM and Epic Management Systems. (10+ years), Training & Development (10+ years), Excel (10+ years), Microsoft Office (10+ years), Operations (10+ years), Management (10+ years), forklift (10+ years), training, inventory, Inventory Control, MS Office, Microsoft Word Certifications/Licenses driver's license Assessments Management & Leadership Skills: Planning & Execution Expert August 2019 Measures a candidate's ability to effectively plan and manage resources to accomplish organizational goals. Full results: [https://share.indeedassessments.com/share\\_assignment/ks8lijqt40pf8sd2](https://share.indeedassessments.com/share_assignment/ks8lijqt40pf8sd2) Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.

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