

# PAUL MURPHY

♦ Portland, Oregon ♦ T: 419-705-2214 ♦ pmurphy1121@gmail.com ♦

## Education:

Emmanuel Baptist High School; Toledo, Ohio

- High School Diploma
- Graduated with Honors

Spring Arbor University; Spring Arbor, Michigan

- Bachelors of Arts in Management
- GPA 3.43

## Major : Business Management

- Major subjects
  - Quality Management
  - Lean Process
  - Finance

## Job Skills:

- Computer Skills: Microsoft Office, iWork, Adobe
- Training and Developing Employees
- Experience in Management Positions
- Over 10 years of customer service experience
- Relaxed working in new surroundings
- Comfortable traveling

## License's:

Insurance License for Property, Casualty, Life, and Health in the states of Oregon & Washington

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## PROFESSIONAL EXPERIENCE

### FARMERS INSURANCE GROUP

May 2012 - Present

#### Insurance Agent

Interview prospective clients to obtain data about their financial resources and needs, the physical condition of the person or property to be insured, and to discuss any existing coverage. Call on policyholders to deliver and explain policy, to analyze insurance program and suggest additions or changes, or to change beneficiaries. Inspect property, examining its general condition, type of construction, age, and other characteristics, to decide if it is a good insurance risk. Perform administrative tasks, such as maintaining records and handling policy renewals.

### ADECCO AT XEROX, WILSONVILLE

September 2011 - May 2012

#### Injection Molding Technician

Set up, operate, or tend more than one type of forming machine tool or robot. Inspect workpieces for defects, and measure workpieces to determine accuracy of machine operation, using rules, templates, or other measuring instruments. Observe machine operation to detect workpiece defects or machine malfunctions, adjusting machines as necessary. Consulted with supervisors or engineers to plan and review work activities, and to resolve production problems.

### FALCON INTERNATIONAL SCHOOL

2010 – 2011

#### High School History Teacher

Taught high school history and helped counsel students and provide educational, vocational, and life guidance, in Herradura Beach, Costa Rica. Instructed through presentations, lectures, discussions, and demonstrations. Taught ESL (English Second Language) Courses.

### TACK ELECTRONICS INC.

2007 – 2010 & 2011

#### Team Leader

Supervise and coordinate the activities of production and operating workers, such as inspectors, precision workers, machine setters and operators, assemblers, fabricators, and plant and system operators. Assembled and modified electronic equipment, such as computers, test equipment telemetering systems, and electric motors. Read and interpreted schematic drawings, diagrams, blueprints, specifications, work orders, and reports in order to determine materials requirements and assembly instructions. Consulted with supervisors or engineers to plan and review work activities, and to resolve production problems.

**PINNACLE LENDING, LLC****2009 - 2010****Internship**

Performed duties too varied and diverse to be classified in any specific office clerical occupation, requiring limited knowledge of office management systems and procedures. Clerical duties were assigned in accordance with the office procedures of individual establishments and included a combination of answering telephones, bookkeeping, typing or word processing, office machine operation, and filing.

**SYLVANIA COUNTRY CLUB****1999 - 2006****Customer Service Representative**

Perform variety of attending duties at a golf course facility. Scheduled use of golf course facilities, maintained and provide equipment to participants of sporting events or recreational pursuits, and personally assisted participants in any need that was required.

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**VOLUNTEER EXPERIENCE****TRI-COUNTY PATRIOTS BASKETBALL****2004 – 2005****Assistant Coach**

Instructed or coached groups or individuals in the fundamentals of Basketball. Demonstrated techniques and methods of participation. Evaluated athletes' strengths and weaknesses as possible recruits or to improve the athletes' technique to prepare them for competition.

**JOB CORPS****2009 – 2010****Tutor**

Provided non-classroom, academic instruction to students on an individual or small-group basis for proactive or remedial purposes.

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**REFERENCES**

Beau Gotch	General Manager	Tack Electronics	(616) 698-0960 x105
Rueben Lopez	Volunteer Supervisor	Job Corp	(616) 292-4594
Mrs. Cindy Shook	CFO	Pinnacle Lending	(616) 245-2110 x102
Jennifer Mainero	Supervisor	Xerox	(503) 685-2265