Gretta Gerdau

2903 NE 155th Ave, Vancouver, Wa 98682  
541-815-6829

OBJECTIVE

To secure an office position with potential for advancement and bonus. I am self motivated and would like to work with the public in a professional environment.

EXPERIENCE

Senior Agent, Bancorp Insurance Agency

La Pine, Oregon — 1997-2011

During my 14 years with Bancorp Insurance, I advanced  from data entry to Senior Personal Lines Agent with the CISR designation. We represented 27 different companies in 6 Northwest states.

Duties

* Marketing P&C, and Life & Health Accounts
* Issue & Service Insurance Policies
* Maintain & Track Monthly Production
* Annual Account Reviews & Account Rounding
* Training & Managing Personal Lines Department

Assistant Manager, Shari’s Management Corporation

Bend, Or — 1991-1991

Advanced from server to assistant manager for the South Bend Shari’s Restaurant.

**Duties**

* Maintained schedule for 60+ staff
* Developed & Implemented Team Incentives
* A+ Quality Control
* Training & Managing all positions

REFERENCES

* Robin Prante, Associate 541-536-1455
* Tammy Lesueur, Former Employer 541-536-1728
* Brenda Maul, Personal 360-431-3398