**JEREMY DICKMAN**

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***WORK EXPERIENCE***

**Nationwide Insurance**, Glastonbury, Connecticut

Sales Agent & Service Specialist

* Provided insurance sales & service to new and existing clients
* Processed initial claims notes to be referred to the claims department
* Specialized in property, casualty & life insurance

**Aflac**, New Britain, Connecticut

Independent Insurance Agent

* Obtained a Connecticut state Life, Accident, Health insurance license
* Provided sales & service of voluntary supplemental plans to individuals & companies
* Specialized in Life & Disability insurance
* Filed claims, using HCFA and UB04 health forms and coding

**The Hartford**, Southington, Connecticut

Customer Service Representative

* Obtained a Connecticut state Property & Casualty insurance license
* Sales & service representative to new & existing AARP program customers for auto & homeowners insurance polices
* Processed new business applications

**Zany Brainy**, Manchester, Connecticut

Assistant Manager

* Provided customer service in a toy store environment, moved from associate to Management
* Supervised up to 10 sales associates per shift as Sales Leader, an Assistant Management position
* Assisted with new employee training, merchandising, receiving & payroll

**American Airlines**, Hartford, Connecticut

Customer Service Representative

* Specialized in international bookings
* Gained valuable experience with remote customer service & over the phone communication

**Chuck-E-Cheese**, Manchester, Connecticut & Mesa, AZ

Assistant Manager

* Demonstrated the ability to grow within a company from a role as kitchen manager to Opening Coordinator
* Supervised & trained new employees
* Oversaw opening/closing responsibilities during my shifts

***EDUCATION***

Tunxis Community College, Farmington, Connecticut, May 2011

Associate Degree in General Studies

* Dean’s List for consecutive semesters
* Extensive group project work empowered me to draw upon teamwork skills

***VOLUNTEER WORK***

**Homeless Outreach**, New Britain Connecticut, January 2011 – September 2011

* Distribute food to homeless people in my community, interact on a personal level

**Martha Dean Campaign**, Hartford, Connecticut May 2010 – November 2010

Campaign Volunteer for Attorney General Candidate, Martha Dean

* Compiled contact information of constituents, implemented contact data base, mass email