

ARMANDO DIAZ

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Professional Skills Profile and Objectives

- Work within the insurance industry combining my experience with education as a developer
 - Proficient in Microsoft Office programs as well as HTML, CSS and JavaScript
 - Fluent in Spanish
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UNIVERSAL PROPERTY & CASUALTY INSURANCE COMPANY,

Fort Lauderdale, FL

2008-CURRENT

Operations Manager

Key Contributions & Results:

- Began as an underwriter. Able to underwrite more than 1000 new business applications a week.
- Promoted to the position of underwriting supervisor and team leader of four other underwriters within 12 months of employment.
- Promoted once more to the position of assistant to the Vice President of Marketing. Key responsibilities included conflict resolution, new agency training and appointment of new and existing agencies with the Florida Department of Financial Services.
- Asked to direct web based sales initiative, Universal Direct.
- Responsible for producing and translating content from English to Spanish

A.R.A. INSURANCE CORP.

Marco Island, FL

2005-2008

Agency Principal/Licensed Producer

Key Contributions & Results:

- Open new insurance agency and obtain appointments from homeowners insurance carriers.
- Built a book of business generating more than \$500,000 in annual premiums.
- Develop and maintain relationships with area realtors, title agents, and mortgage brokers.

ACADEMIC BACKGROUND & PROFESSIONAL DEVELOPMENT

Cornell University, Marketing Strategy for Business Leaders Certificate – Ithaca, NY

Liberty University, B.S. Criminal Justice - Lynchburg, VA

Coker College, M.S. Collegiate Athletic Administration - Hartsville, SC

University of Miami, Coding Boot Camp