***Jeanette Taylor***

Dayton, Texas 77535

281-380-3329 / cell

jktaylor101@gmail.com / e-mail

**Inside, Outside Sales, Insurance Sales, Oilfield Sales Management, Office Management, Telemarking Career Profile**

Consultative Sales Acumen - Commitment to Excellence - Relationship Cultivation Interpersonal

Communication Abilities - Presentation and Negotiation Skills

Highly motivated and tenacious client-centric professional with comprehensive experience leveraging consultative sales expertise to drive business growth and profitability. Recognized by both peers and management for an unyielding commitment to serving the needs of clients and delivering unmatched customer service. Articulate communicator able to cultivate strong business relationship and present information to diverse audiences. Resourceful problem solver with a clam and intuitive approach. Work as a collaborative business partner with clients and team members.

Dedicated and technically skilled business professional with a versatile administrative support skill set developed through experience as sales, sales manager, office manager, and administrative assistant.

**Work Experience**

**Outside Sales**

**STS Services / Beaumont, TX**

March 2015 to Present

Sales of Hydro testing to Pipeline company.

Reached out and maintained old accounts. Source out and built new accounts. Maintained relationship with all contacts, closed deals as well as sales of new business.

Company downsizing. Business not as good as once was. Waiting to build back up.

**Sales / Open Enrollment, Medicare**

**Sumrall & Associates - San Antonio, TX**

September 2012 to March 2015

Medicare sales for open enrollment for 2012 – 2015 Worked closely with the senior market and the disabled. Telemarked all my own prospects.

**Sales / Office Manager**

**Jackrabbit Oilfield Service Company - Hull, TX**

February 2010 to September 2012

Worked as office manager, also field sales. Covered all of south Texas calling on drilling rigs, construction sites, storage utilities, ect. Talking with company employees prospecting for work and work to be done.

**Reason for leaving**: Personal reasons

**Oilfield, Sales / Sales Management / Office Manager / Investment Sales**

**T Bar Resources, Houston, TX**

August 2007 to February 2010

Office management along with, managed 21 in house sales personal

Excelled in role requiring the ability to handle a variety of customer service and administrative tasks, resolve customer issues with expediency.

Demonstrated proficiencies in telephone and front desk reception within a high-volume environment.

Calmed upset/angry customers, researched and rapidly solved problems and rebuilt client trust to prevent

Loss, of key accounts.

Led "cleanup" of company database and files. Restored organization to personnel, financial and operational records and accelerated data. Input, processing and retrieval time.

This is a business to business sales along with private contacts. Sales of oil and gas investments.

**Reason for leaving**. SEC came in and shut down

**Insurance, Life, Health, Final Expense, Pre-Need / Sales Management**

**Independent – Batson, Tx**

June 2003 to August 2007 Life, Medicare and Medicare supplement sales to the senior market

Worked in Walmart Store in Livingston, TX. Open enrollment to senior market

Final expense, Pre Need & mortgage protection.

Elevate client relations by establishing credibility, discerning needs, and providing appropriate coverage recommendations. Sell Medicare Advantage plans, prescription drug, life, and health plans to clientele. Call on policyholders to deliver and explain policies, analyze insurance programs and suggest additions or changes. Calculate premiums and establish payment methods.

Attained top sales, to become one of the leading sales reps for the company, for several months.

Worked with clients to replace old policies that were not performing as per policy requirement.

Telemarked all my prospects and clients.

Reason for leaving: Offered an awesome opportunity

**Oilfield, Cattle Company / Hotshot / Oilfield Sales**

**Leasing - Opelousas, LA**

December 1989 to June 2003

Bought, sold and leased cattle for rodeo companies. Also for personal use, raised heifers to put on Team Sorting events.

Leased long horn cattle for team roping.

Hot shot & sales for oilfield companies in the state of Louisiana. Delivered and picked up equipment.

**Reason for leaving**: Close Company down and moved back to Texas

**Oilfield Sales / Equipment Sales & Rental**

**Beaumont, TX**

**Special Oilfield Services**

April 1982 to December 1989

Sold equipment to oilfield companies & construction companies.

Traveled the state of Texas and Louisiana.

Hot Shot equipment to and from locations and work locations.

Reason for leaving: Moved to Louisiana

**KEY SKILLS:**

Field sales

Office Management

Records Management

Policies & Procedures Manuals

Payroll

Reports, Document & Spreadsheet

Executive & Administrative Support

Sales Management

Consultative Sales

Customer Acquisition

Referral/Repeat Business Generation

Complaint Handling

Public Speaking

PowerPoint Presentations

Inventory Management

**Computer Skills**:

Words, Power Point, Excel, Windows Vista/XP, Some Quick Books

**Education:**

West Hardin High School, Saratoga, Texas, 1972

Life and Health Group I Insurance Licenses, Houston, TX, 2005