

John Tran

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Summary

I'm a hardworking individual seeking to grow with an impeccable company.

Work History

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| Insurance Broker,
<i>HUB International</i>
July 2016 – Present | Managed client's home and auto policies on their behalf. Searched for the most affordable rates for the clients. Provided brand new insurance policies. Insured property, auto, trailers, and watercrafts. |
| Assistant Store Manager, <i>Lumber Liquidators</i>
July 2015 – July 2016 | In charge of the warehouse, inventory, shipping and receiving and completing a daily cash report.
Conducts great customer services, conducts sales and administrative duties, operates the forklift and is the keyholder. |
| Field Supervisor,
<i>JB Agency Services Ltd.</i>
June 2012- August 2014 | Supervised teams on the field, ensured workers followed safety protocols, reported quarterly WSIB premiums, conducted payroll and administrative duties and dealt with clients as needed. |
| Customer Service Representative,
<i>K&D Cash Advances</i>
September 2004- August 2008 | Provided great customer service, handled customer's concerns, conducted administrative duties and trained other employees. |
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Key Qualifications

- Very hardworking and able to work in a fast paced environment.
 - Pays close attention to details and requirements.
 - Goes above and beyond to provide excellent customer service.
 - Great organization, communication and time management skills.
 - Holds a positive and energetic attitude.
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Skills

Proficient with Mac and PC platforms, Microsoft Word, Excel and PowerPoint.

Education

The University of Windsor 2008- 2012	Bachelor of Political Science (B.A.)
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References Available Upon Request