

Michael Porco

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SUMMARY

Licensed Life and Health Insurance Agent. Head tutor with professional relationship building expertise. Passionate about leveraging Data Analytics to drive strategic decision-making, I consistently seek out opportunities to identify process improvements and increase efficiency, regardless of the industry.

EXPERIENCE

Life and Health Insurance Sales | Sonata Care Insurance Agency | Park Ridge, NJ | April 2024 - Present

- Utilized sales and communication skills to close deals quickly and efficiently.
- Developed a comprehensive spreadsheet to model earning potential based on the company's commission structure.
- Achieved and maintained an 85% average on the internal audit grading system for sales performance.

Floor Manager | Sabi Sushi | Piermont, US | March 2021 - April 2024

- Configured and installed a new router, networked POS computers, and integrated handheld POS devices for streamlined operations.
- Executed interviewing, onboarding, and training of new staff while maintaining wine liquor and sake stock.
- Increased server productivity and efficiency by 20 minutes per shift through the development of an automated tip-out sheet using Excel.

English Conversation Tutor / English and Japanese | Nova | Nagasaki, Japan | April 2020 - March 2021

- Maintained laptops and computers, updated software, and troubleshoot issues to ensure availability for online lessons.
- Ranked in top 10 most requested tutors of the company in Nagasaki Prefecture.
- Produced high-quality translations of diverse documents, including business proposals, from Japanese to English.

Assistant Language Teacher / English and Japanese | Interac | Niigata, Japan | April 2019 - March 2020

- Improved verbal test scores of students by balancing student understanding of accuracy in pronunciation, and conversational fluency.
- Integrated PowerPoint, Word, and learning software with public speaking to deliver effective lessons.

EDUCATION

Bachelors of Science in Communications | Purchase College, SUNY | Harrison, NY | January 2019

One Year International Student Program | Nagasaki University of Foreign Studies | Nagasaki, Japan | 2018

CERTIFICATIONS

Life and Health Insurance License | 2024

Data Analytics Professional Certificate | 2023 | Google

N3 Intermediate Japanese | 2019 | The Japan Foundation

SKILLS

Troubleshooting

Data Entry

Data Analysis

Sales