(918) 555-0118 | clara.carver@example.com | Tahlequah, OK 12345

Michelle Lewis

New Insurance Agent

Insurance agent with 2 years of experience selling auto, property, life, medical, and farm and crop insurance lines while managing claims documentation and prospect outreach through QQCatalyst. Grew policy sales by 38.5% over a 12-month period by developing targeted marketing strategies for automobile and property coverage in rural communities.

EDUCATION

B.B.A., Marketing

Northeastern State University
Tahlequah, OK | 2020 – 2024

KEY SKILLS

- CRM Software
- QQCatalyst
- Microsoft Excel
- Policy Needs Analysis
- Auto and Property Insurance
- Life and Medical Insurance
- Farm and Crop Insurance
- State Insurance Licensing Regulations
- Claims Documentation
- Prospecting and Outreach

PROFESSIONAL EXPERIENCE

New Insurance Agent | Flint Creek Insurance Partners LLC, Tahlequah, OK, 2025 – Present

- Grew policy sales by 38.5% over a 12-month period by developing targeted marketing strategies for automobile and property coverage in rural communities.
- Exceeded quarterly sales quota at 122% attainment in Q1 2026 by presenting bundled home and auto packages during community outreach events.
- Resolved an average of 137 customer queries per month by fielding inbound calls about claims status, coverage limits, and billing questions.
- Conferred with policyholders to gather documentation and provide status updates on 47 open claims, reducing average response time from 6 days to 2 days.

Insurance Sales Associate | Illinois River Coverage Group, Muskogee, OK, 2024 – 2025

- Sold life, medical, and property policies to individual clients, processing enrollment paperwork and verifying underwriting requirements for 84 applications in the first year.
- Exceeded quarterly sales quota at 108.3% attainment during Q3 2024 by presenting farm and crop insurance options to agricultural prospects.
- Logged all prospect interactions and follow-up dates in QQCatalyst, maintaining accurate records for 193 active contacts.