**Sample Insurance Manager Resume**

**Jeffrey S. Perez**
4947 Willow Oaks Lane
Lafayette, LA 70506
Phone: 337-309-5678
Email: jsperez@anymail.com

**Career Objective:**

A skilled and experienced candidate in the field of insurance with excellent track record of handling a branch office is seeking an Insurance Manager position with "Jubilee Insurance Group," to handle administrative, sales, and other activities as required by the management.

**Summary of Skills:**

* Experience of handling insurance sales agents and office staff
* Strong knowledge of insurance rules and regulations and types of policies
* Experienced in selling insurance policies for life, property, casualty, and fire
* Outstanding verbal and written communication skills
* Superior analytical, data management, and motivating skills
* Ability to negotiate with customers and assist them in buying policies

Work Experience:

Insurance Manager
Lemon Insurance Group, Lafayette, LA
October 2015 - Present

* Handling administration and sales of a branch office
* Monitoring performance of insurance sales agents and providing them training
* Assisting and guiding sales team and supporting them in achieving targets
* Preparing and implementing marketing plans and strategies
* Encouraging customers in insuring their life, property, and vehicles

Insurance Manager
Orange insurance, Lafayette, LA
February 2013 - September 2015

* Managed business operations and productivity at the company branch office
* Analyzed insurance policies and suggested modifications for improving sales
* Assisted in claims management and identified and analyzed risks related to policies
* Successfully achieved and exceeded monthly sales target by 30%
* Contributed in reducing loss and improving profit for the company by 40 to 60 percent
* Presided over claims investigation and assisted in claim settling with claimants

**Education:**

* Bachelor's Degree in Sales & Marketing
ABC University, Lafayette, LA
2012

**Reference:**

On request.