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## Jennifer Pally

123 Main Street, San Francisco, CA 94122  
Home: 000-000-0000 | Cell: 000-000-0000  
email@example.com

### Professional Summary

Extremely organized Insurance Administrator who is able to maintain insurance files and databases. Adept at keeping track of company premiums paid finding ways for the company to save money on insurance and training company employees on using the insurance offerings. Specializes in premium database management risk management assessment and litigation file maintenance.

### Core Qualifications

- Licensed insurance sales agent
- Proficient in computer productivity software
- Experience in finance
- Employee training skills
- Extremely organized
- Able to handle several tasks simultaneously
- Knowledgeable on insurance industry regulations and guidelines

### Experience

#### Insurance Administrator Handy's Tool Die

3/1/2006 - 7/1/2014  
New Cityland, CA

- Acted as liaison between insurance agent and company human resources department.
- Developed efficient way to keep paper files properly and safely archived.
- Assisted in negotiating coverage and rates with various corporate insurance carriers.

#### Insurance Administrator Candyland Toys

12/1/2003 - 3/1/2006  
New Cityland, CA

- Helped train new and existing employees on corporate insurance procedures.
- Developed new filing system that helped to coordinate digital files with their hard copy counterparts.
- Kept invoices for company premiums organized and up to date.

#### Licensed Insurance Agent Roth Insurance

6/1/2001 - 12/1/2003  
New Cityland, CA

- Identified new corporate opportunities and created effective sales presentations.
- Worked with corporate customers to administer their insurance programs and pay their premiums on time.
- Maintained regular contact with customers to learn of any changing needs and keep customers updated on latest insurance products.

### Education

Bachelor of Science - Business  
University of California

2001  
New Cityland, CA

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