
Insurance Trainee Resume

Job Objective

Dedicated and hard working Insurance Trainee seeking a position with stable company that will ultimately lead to a full-time, lasting career.

Highlights of Qualifications:

- Profound knowledge about insurance and terms
 - Excellent communication, interpersonal and relationship-building skills
 - Proficient with computer and MS Office Application
 - Strong ability to work under the supervisor
 - Exceptional ability to work independently
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Professional Experience:

Insurance Trainee
Interstate Insurance Management Inc, Chicago, IL
January 2009 – Present

- Interacted with customers, suppliers and staff.
- Recognized and fulfilled needs of customers.
- Provided high quality, competitive and excellent services to customers.
- Transacted business with potential clients.

Insurance Trainee
Infinity Insurance, Chicago, IL
March 2004 – December 2008

- Solved service related complaints.
 - Responded to billing inquiries.
 - Updated coverage and sold new coverage.
 - Provided support on information input processes.
 - Managed special projects and assignments.
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Education:

Bachelor's Degree in Insurance & Risk Management
Honolulu University, Honolulu, HI

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