

Hazel Tomlinson
(876) 543-2100
h.tomlinson@email.com
567 Main Road, Baltimore, MD 67890

Profile

Ambitious business and finance graduate with experience working in an administrative role in an insurance company. Good working understanding of insurance products and proven talent for data entry and business scheduling. Developing knowledge of successful sales techniques with a thirst to learn and improve. Able to work calmly and efficiently under time pressure and collaborate effectively with colleagues.

Key Skills

- Personable and professional
- Articulate written and oral communicator
- Organized and punctual
- Able to multitask and prioritize
- Works well as part of a team

Education

Bachelor of Science in Business Administration and Finance

UNIVERSITY OF BALTIMORE Baltimore, MD, September 2016 - June 2020

- Statistics and Data Management
- Financial Accounting Theory
- Information Technology for Business

Professional Experience

Administrative Assistant, Hynson Insurance, Baltimore, MD

July 2020 - Present

- Answer client email and telephone queries and forward messages to colleagues when necessary
- Update and maintain contact lists using Microsoft Office software, ensuring that key information is accurate
- Manage leadership team diaries, schedule meetings, and make travel arrangements
- Assist during team meetings and take accurate minutes

Sales and Marketing Intern, Stanley Black & Decker Inc., Baltimore, MD

June 2019 - August 2019

- Presented products to potential customers and used feature-benefit strategy to secure sales
- Listened to customer's requirements to find the best solutions for their home projects
- Used event reporting system to record sales, identify trends and plan next steps
- Actively sought new sales leads and made contact to grow the company's client database

Certifications

- Maryland Homeowners and Automobile Insurance License, 2021 (#657494)