

Mela Martinez

Rio Rancho, NM 87144

Faultlessmom2@gmail.com

5056590305

Work Experience

Commercial Specialist

Xxxx - Albuquerque, NM

January 2019 to Present

- Sales, service, rounding our accounts. Issue COI on behalf of clients. Renewal marketing, quoting many carriers by using individual carriers websites. Process payments, arrange financing if needed. I am familiar with Bonds, Umbrellas, term life quotes.

Personal Insurance producer/CSR

Albuquerque Insurance World - Albuquerque, NM

December 2017 to January 2018

Independent Agency, with several Carriers. Quoted , serviced home & auto business. Cross sell .

NM Operations Mgr.

Auto Insurance America/ Nevada General - Albuquerque, NM

April 2012 to March 2017

In charge of 6 offices & staff for these offices. Handled payroll, scheduling, maintained & upkeep of offices. Closed offices, took care of all office equipment & furniture updates. Made bank deposits, employee annual reviews. Hired & terminated staff. Sales & service quotas met and incentives set up for staff to meet these goals.

Education

Some college

Skills

- Customer Service
- Administrative Experience
- Microsoft Office

Certifications and Licenses

Property / casualty, surety license

September 1987 to February 2020

Grandfathered in for the state of NM continuing education.