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8/5 @ NOON

Araceli Valverde  
625 K Street SE  
Ephrata WA 98823  
(509) 771-6263

GB - NO

\$16.

Start anytime

**Education :**

High School Graduate, Ephrata High School, June 2016  
Property and Casualty Licensed 2019

**Skills :**

- > Bilingual
- > Customer service-oriented
- > Ability to handle fast-paced environment
- > Ability to plan, organize and prioritize work
- > Hardworking and attention to the smallest of details
- > Proficiency in Microsoft Word
- > Knowledge with basic hand tools

**Experience :**

*Farmers Insurance, Insurance Agent, February 2022 to June 2022*

- > Assist with payments and questions about billing
- > Checking emails to stay current with company requests, fax, and voicemails
- > Gather personal information for an accurate home or auto quote
- > Run errands to the bank and post office daily
- > Home inspections that were short distance
- > Cleaning and maintaining office clean

*Morgan Insurance, Insurance Agent and Receptionist, May 2021 to February 2022*

- > Greet customers and assist them to whom they needed to speak with
- > Assist with payments and common billing questions
- > Call different companies that we broker for common questions
- > Assisting with bank deposits and change orders
- > Handle the Facebook Page, making posts and staying active if questions appeared

*Microsoft Data Center, Administrative, March 2021 to*

- > Assisting general management with daily tasks.
- > Clerical work which includes storing old records, maintaining records up to date, and updating records.
- > Uploading new producers to TEAM, and making sure everything is filled out correctly for the yearly audit
- > Assisting with inventory and storage which includes, counting every tool and making labels to make it easy to locate in storage and update all on Excel.