

**PROFESSIONAL SUMMARY:**

Exceptional communicator with the ability to collaborate effectively across teams and stakeholders

**CRITICAL SKILLS & KNOWLEDGE:**

Detailed Oriented	Research/Analysis	Customer Service
Operating Systems: Mac, Microsoft	Records Management	Verbal and Written Communication

**EDUCATION:**

**Accounting & Finance** | Wilmington University | June 2023

**Accounting & General Business** | Delaware Technical Community College | 2023

**Management** | Wilmington University | August 2025

**Dental Hygiene** | Georgia State University | August 2026

**PROFESSIONAL EXPERIENCE:**

**Insurance Agent**

**November 2023 – July 2024**

Banker's Life  
Duluth, GA

- Client Consultation: Conduct thorough assessments of clients' insurance needs by actively listening to their concerns
- Sales and Marketing: Develop and implement effective sales strategies to generate leads, nurture client relationships, and close sales.
- Compliance and Documentation: Ensure compliance with regulatory requirements and industry standards by staying up-to-date with changes in insurance laws and regulations.
- Attend weekly meetings

**Dental Assistant**

**July 2021 – March 2022**

The Smile Place  
Dover, DE

- Assisted dentist during dental procedures
- Take and record medical and dental histories and vital signs of patients
- Instructed patients in oral hygiene and plaque control programs

**Mobile Dental Assistant**

**February 2020 – April 2021**

State of Delaware  
Dover, DE

- Due to pandemic operational function ceased, activated to assist Emergency Medical Services & Preparedness Section.
- SHOC Call Center Officer
  - Effective time management and attention to detail to accomplish multiple high-priority objectives
  - Provide excellent customer service to public caller during a period of crisis
  - Demonstrated record of high-performance standards, including attention to schedules, deadlines, quality of work and capable of handling multiple projects concurrently

**PERSONAL PROJECTS**

- Founder of "Puffin Pretty" 2019
- Founder of "Beauty Queens" 2021
- Founder of "To the T Consulting" 2021