

Aiden Kelly

Work from Home

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📍 Casandrahaven, Colombia



SUMMARY

Results-driven Insurance Agent with 3 years of experience in guiding individuals, families, and businesses towards financial strategies. Strong communication skills, attention to detail, and problem-solving abilities have consistently contributed to increased client satisfaction and exceeded sales targets. Proficient in utilizing technology platforms and software to streamline processes and enhance productivity. Bachelor's degree in Business Administration from the University of XYZ. Certified Financial Planner with expertise in insurance and investment strategies. Passionate about providing exceptional service and helping clients achieve their financial goals.

EXPERIENCE

Insurance Agent

The Griffin Agency

📅 2022 - Ongoing 📍 Location

Guided individuals, families, and businesses towards the financial strategy that best meets their needs, leveraging our extensive product lines. Followed proven system to consistently exceed sales targets.

- Developed and maintained strong relationships with clients resulting in a 30% increase in client retention.
- Analyzed individual client's financial situation and risk tolerance to provide tailored recommendations, resulting in a 20% increase in policy coverage.
- Utilized technology platforms, such as Google Drive and Excel, to efficiently manage client information resulting in a 15% reduction in administrative errors.

Business Manager

ABC Company

📅 2017 - 2022 📍 New York, NY

Managed daily operations, implemented strategic initiatives, and oversaw a team of employees to drive business growth and maximize profitability.

- Led a team of 15 employees to achieve and exceed sales targets, resulting in a 25% increase in annual revenue.
- Implemented cost-saving measures, resulting in a 15% reduction in operational expenses.
- Developed and executed marketing campaigns that increased customer acquisition by 20%.

MY LIFE PHILOSOPHY

Success is not final, failure is not fatal: It is the courage to continue that counts.

STRENGTHS



Effective Communicator

Proven ability to communicate complex information clearly and concisely resulting in increased client satisfaction and positive feedback.



Detail-Oriented

Strong attention to detail in analyzing client needs, reviewing policies, and ensuring accuracy in documentation leading to error-free recommendations.



Problem Solver

Skilled at identifying client issues, proposing innovative solutions, and resolving conflicts resulting in improved client retention and loyalty.

SKILLS

Sales

Communication

Customer Service

Problem Solving

Relationship Building

Analytical Skills

Microsoft Excel

Google Drive

Resumes That Work

Amanda McCarthy, Kate Southam



Resumes That Work:

The Perfect Resume Dan Quillen, 2016-10-04 HR Director and author of four job search books Dan Quillen shows readers how to craft an incredible resume that will get job seekers in the door Dan Quillen calls on his expertise as an HR professional and as one who lost and found a job in the toughest economic environment since the Great Depression to help his readers understand the New Economy and how to find work when many cannot The Perfect Resume second edition focuses on that most important tool in the job hunter's quiver the resume Quillen walks his readers through the technical aspects of resume writing but also helps them understand the tricks of the resume writing trade He teaches readers how to write resumes that end up in the hands of hiring managers not screened by gatekeepers and deposited in the recycle bin Topics covered The current economic environment You lost your job what do you do now The importance of a resume The mechanics of resume writing Three types of resumes and their uses Chronological Functional Combination One size doesn't fit all Targeting your resume Your resume template How to handle resume difficulties Gaps in employment Short term employment Lack of experience Section by section resume reviews New Appendix shows 10 different resume samples

Resumes That Work! Kristopher Stanley, 2018-08-18 Every success has a beginning Today you write your own Are you not getting calls for interviews How about struggling to figure out what you need to do what you need to say or where to even start I'm here to tell you it's not that you're doing anything wrong It's that you need the right strategy You don't have to settle for getting a job ever again You have an opportunity to get the career you want One that you can feel fulfilled with One where you and the company can decide together if your goals are the same and it's worth exploring more You see we are living in a wonderful time in history All the modern advancements have put the world at our fingertips Yet the tools meant to bring us closer let us drift apart There is a yearning to go back to our roots and reconnect reengage and have relationships with the people and places that matter to us Resumes that Work is a career development book with a focus on resumes It will help you identify your unique value proposition so that you can find fulfillment in a career of your choosing We streamlined the process and took all the guess work out of what to say and where to say it It will give you the insight to pass the ATS and human resource screening so that your resume reaches the right person Once there it will show you are a cultural fit and have them contacting you to continue the conversation More than that it will help you identify your strengths and values and how to transcribe them in a way that you begin to build a relationship well before your interview so you can begin creating an impact together Just Resumes Kim Marino, 1991-11-11 No matter where you're starting from this book will help you

get where you want to go The ultimate guide to writing a resume that gets results **Resumes That Work** Loretta D. Foxman, 1993-01-12 Updated for the 90s job market this dynamic guide will help you get the job you want With over 40% new and revised material the unique workbook format gives you the latest time tested strategies for developing attention grabbing professional resumes Simple straightforward instructions combined with step by step exercises and examples map

out definite career plans and show you how to create a resume that presents you in the best possible light Goals are defined resume writing dos and don ts are explained and the effective use of employment resources are discussed **Resumes**

That Work: Your Guide to Writing a Great Resume, Effectively Marketing Yourself and Getting Your Next Job Tom Dushaj,2018-01-09 In this book you will learn what employers really want to see on a resume and the critically important things that you need to put in your resume that will land you your next job You will also learn how to use social media to network and to reach the right decision makers who hire Here are several other valuable things you will find in this book Writing a killer Resume that gets interviews Resume writing mistakes and how to avoid them Sample Resume formats and how to use them in every situation Creative ways of finding a job that many people don t know about Detailed steps on how to prepare for and ace an interview and how to handle tough interview questions with confidence How to use power keywords in your resume and cover letters What you should know about Career job boards the risks and rewards Sample Cover and Follow up letters that get read How to work with recruiting firms What you need to know about Aptitude Testing How to prepare and get interviews at Career Fairs When and how to talk about an offer and how to renegotiate your current salary Much more **Writing Resumes and Cover Letters For Dummies - Australia / NZ** Amanda McCarthy,Kate

Southam,2015-05-04 Practical tricks for standing out from the crowd and getting the job you want in the Australian and New Zealand market Applying for jobs in today s tight job market can seem like an overwhelming process Competition is fierce and employers expect more than ever before from job applicants With unemployment and redundancies rising it s simply not a good time to be looking So how do make yourself stand out Writing Resumes and Cover Letters For Dummies Second Australian New Zealand Edition shows you how to catch a recruiter s attention Presenting a wealth of sample resumes and cover letters this handy easy to use guide shows you how to write a killer cover letter format your resume for online use use social networking to your advantage and tailor your resume and cover letters for specific positions and companies Designed specifically for job hunters in Australia and New Zealand Offers practical tips and advice on crafting a great resume and a perfect cover letter for any kind of position Includes advice on addressing government selection criteria Features ten ways to turn off a recruiter and ten tips for the perfect presentation No matter how tough the job market is a great resume and cover letter combination will help you get the attention you deserve Writing Resumes and Cover Letters For Dummies gives you all the tools and tips you need to get noticed and get your dream job Resume Writing Without Paid Work Experience Walter

L. Fortson,Harve L. Nichols,2001 What others are saying about this book ADULT PROGRAMS ADULT BASIC AND LITERACY EDUCATION PROGRAMS I like it because it is such an engaging upbeat and enjoyable book that I had trouble putting it down I especially like the way that it gives concrete examples to show my students how to meet the qualifications of a particular job Otherwise they would probably never think that they had a shot at the position Volunteers can use it even if they have no formal training in adult education because everything is clearly spelled out and the forms are spacious Judith

Aaronson founder of the Pittsburgh Literacy Council WELFARE TO WORK WIA PROGRAMS This is an invaluable tool for a population that wants to be productive but doesn't know how to present themselves in a light that will ensure employment And for those with work histories it lets them to more easily identify the valuable transferable skills that they possess Dr Georgine Scarpino former director of JTPA WIA and Welfare to Work programs PROGRAMS FOR PERSONS WITH DISABILITIES In providing employment support services to persons with disabilities oftentimes there is a lack of work history or gaps in employment This book is a tool to develop a resume that draws from life experience and non paid work experiences Just working through the suggested activities can be a confidence builder for individuals seeking employment Diane Celidonia Supervisor Employment Services *Writing Resumes that Work* Robert R. Newlen,1998 Accompanying disk contains resume templates The resumes are located in directories corresponding to the appropriate chapter in the book text filenames correspond to sample resumes within that chapter **Encyclopedia of Job-winning Resumes** Myra Fournier,Jeffrey Spin,2006-01-01 This is the most helpful and comprehensive resume book you can buy It includes more than 400 success proven resume examples that teach you how to personalize your resume according to your own unique career situation The 17 chapters contain resumes that cover all major industries span all job levels from entry level to CEO and are helpfully arranged by both job field and title to make it easy for you to quickly locate the resumes that address your particular field or situation The first chapter includes expert advice on what to include on your resume and what to omit what to emphasize and what to tone down It is specifically designed to keep reading to a minimum so you can start sending out your resume as soon as possible The second chapter devoted to creating hard hitting cover letters includes 40 examples that cover a wide variety of typical career situations while the third chapter includes 30 resumes that cover difficult circumstances There is even a chapter devoted to students to help new graduates joining the workforce The Complete Idiot's Guide to the Perfect Resume Susan Ireland,2002-12 Includes tips on writing an effective resume creating an accurate yet impressive job statement networking using software programs and other resume technologies and making the most of your experience *The Damn Good Resume Guide, Fifth Edition* Yana Parker,Beth Brown,2012-05-22 One of the best selling resume books of all time and a trusted resource for job seekers for nearly three decades this edition of The Damn Good Resume Guide has been completely revised and updated for today's marketplace One of the best selling resume books of all time and a trusted resource for job seekers for nearly three decades this edition of The Damn Good Resume Guide has been completely revised and updated for today's marketplace The Shortest Distance Between You and Your Next Job For hundreds of thousands of job seekers The Damn Good Resume Guide has been the go to resource for writing and refining their resumes to damn near perfection Filled with savvy advice and written in a straightforward user friendly style The Damn Good Resume Guide will help you zero in on that dream job then craft a winning resume that gets your foot in the door This tried and true best seller has been fully revised and updated for today's job market including Contemporary sample resumes all of which

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Trashproof Resumes Timothy D. Haft, 1995 Q What is a trashproof resume A A trashproof resume defies waste baskets resists recycling bins and works its way to the top of the pile to get you an interview Trashproof Resumes shows you how to write an awe inspiring resume that gets you through that all important door Think of it as your personal resume coach Chapters include a thorough self assessment just what do you want to do how to get the real you on paper resume design and layout resume language including extensive lists of Power Verbs real resumes from recent grads applying for positions in fields from ballet to banking how to write a great cover letter how to pick the right paper printing and envelopes getting your resume to the right people navigating the resume superhighway resume and career advice from over 100 career counselors and human resource professionals [You're Hired! Resume Tactics Job Search Strategies That Work](#) Rae A.

Stonehouse, 2018-12-10 In times of tough job markets getting invited for a job interview can be like winning a lottery It is often said that resumes are your ticket to job searching success Are your resumes ready to land you that ever elusive job interview Yes you read that right Resumes plural The days of one size fits all resumes are long gone Your resume needs to be a living breathing document that you customize for each job opportunity You won t win a lottery if you don t have a ticket and you are unlikely to be invited for a job interview if you don t have a dynamic effective resume that features you as the solution to a problem Your resume is your ticket that leads to being invited for an interview where you can expand upon your value You re Hired Resume Tactics Job Search Strategies That Work offers resume writing tactics to maximize your job searching effectiveness and get you invited for an interview Are you new to the workforce and think your resume is on the lean side We share tactics to leverage your academic experience Or perhaps you have been out of work for a while In many ways it s like getting out of school all over again and poses challenges on what experiences you can leverage to your advantage Maybe you are at a crossroads in your life and are changing careers Will your earlier experience be of any use in a new career We think so An effective eye catching resume increases the chances you will be invited to interview We show you how to craft and fine tune a magnetic resume that will attract an employer s attention Resumes are still the not so secret weapon to landing a job You re Hired Resume Tactics Job Search Strategies That Work puts you to work in learning how to use best practices to create customized resumes that increase your chances of winning an interview The content is excerpted

from You're Hired Job Search Strategies That Work with bonus articles covering a range of frequently asked questions about resume writing as answered by the author Hiring managers are under pressure to hire the right candidate Your task is to become the only choice The right choice *What Color Is Your Parachute? Guide to Rethinking Resumes* Richard N. Bolles, 2014-05-06 The first resume book from the What Color Is Your Parachute career guru Richard Bolles Resumes get an average of eight seconds of attention before going in the trash or getting on the shortlist That's just one of the findings reported here as legendary career expert Richard N Bolles presents new research about resumes in a guide that summarizes everything job hunters and career changers need to know about this essential tool This timely resource features the latest research on important resume topics such as key words soft skills scanning software social media and online posting Bolles argues that on the basis of what we now know we need to rethink what a resume is and how it should be written He details the words that must be avoided and the words that must be used on a resume that wins you interviews This slim volume distills a huge amount of information down to its very essence Armed with tips and shortcuts based on the author's decades of experience you can craft a resume and cover letter that will stand out to your dream employers and increase your chances of getting interviews and landing jobs

Real-resumes for Construction Jobs Anne McKinney, 2002 Title shows resumes and cover letters of people seeking employment in the construction industry Job hunting techniques are explained in step by step fashion in order to benefit those seeking construction work Because the construction industry tends to be cyclical a helpful section is included which describes how to transfer construction industry experience to other fields and industries The book's main contents are the resumes and cover letters of construction industry professionals Included are resumes of project manager carpenter foreman safety manager electrician brick mason engineering manager real estate agent plumber job planner sander flooring installer interior designer independent contractor and many others

How To Get Ahead At Work, **Competency-based Resumes** Robin Kessler, Linda A. Strasburg, 2005-01-01 This book shows today's job candidates a new more targeted way to write resumes to get them back on the same playing field with the best employers and improve their odds of winning the job they want The system an employer uses when filling jobs has changed significantly in the past few years and it is still evolving Rather than simply looking at an applicant's past jobs companies are instead looking at candidate's experiences in certain key areas including measurable work habits and the personal skills known as competencies used to achieve objectives at work Competency Based Resumes offers you a new and effective way to create resumes that emphasize the knowledge skills and abilities that you have and employers need

Resumes For Dummies Joyce Lain Kennedy, 2007-02-26 Is your job search stalling out after you submit a resume but before you're offered an interview With reinvented recruiting technology unmanageable millions of resumes choking employer databases and government mandates in the name of diversity a gigantic change has occurred in the recruiting world over the past several years and it demands a fresh look at how you write and market your resumes Whether you're entering the job market for the

first time changing jobs or changing careers Resumes for Dummies 5th Edition will show you the ropes and rules for a new era in recruiting and job finding With 85% new content added since the previous edition this up to date guide gives you the very latest strategies on how to create and more importantly distribute your resume in today s new job search environment You ll learn Why most generic online resumes fail How to customize resumes for each job opening New quick ways to find the right jobs How to use meta search engines to your advantage Why both digital and print versions of resumes are still needed How to use resumes interactively The resume basics that still knock em dead How to create resumes for your life s changing phases What to do after you send them your resume With a wealth of sample resumes organized by industry and career field experience level and age and special circumstances along with tips on choosing professional resume help and other valuable resources Resumes for Dummies 5th Edition will help you get noticed in a universe saturated with billions of resumes and more on the way

The Everything Resume Book Nancy Schuman,2008-03-01 A resume is like the first thirty seconds of a blind date one with a prospective employer That s all the time you have to get a hiring authority s attention and hopefully an interview A bad resume will absolutely eliminate you from the competition Building a strong resume is the single most important step in landing a new job The Everything Resume Book 3rd Edition is your one stop resource for crafting a resume that will highlight your skills and experience to get you the job you want This hands on guide offers helpful hints on format and presentation and includes the most up to date guidelines for using the Internet in your job search This completely revised and updated edition includes new information on Job boards and the best Web resources for job seekers Using resumes as a personal brand The advantages and disadvantages of video resumes Social networking sites in the job search Generation gap issues relating to resumes Resume blogs Bursting with more than 100 sample resumes for a wide range of professions this guide contains the information you need to command a prospective employer s attention and score that all important interview

Australian Resumes For Dummies Amanda McCarthy,2012-03-08 Created especially for the Australian customer Packed with tips on creating and distributing your resume in today s new job search environment Whether you re entering the job market for the first time changing jobs or changing careers Australian Resumes For Dummies shows you all the tricks in getting your resume noticed in a new era in recruiting and job finding With a wealth of sample resumes help with selection criteria and job search tips this resource will help you stand out from the crowd Discover how to Master the basics Format your resume for cyberspace Create a killer cover letter Tailor your resume to companies and jobs Secure employment overseas Decipher and address government selection criteria

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Table of Contents Resumes That Work

1. Understanding the eBook Resumes That Work
 - The Rise of Digital Reading Resumes That Work
 - Advantages of eBooks Over Traditional Books
2. Identifying Resumes That Work
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Resumes That Work
 - User-Friendly Interface
4. Exploring eBook Recommendations from Resumes That Work
 - Personalized Recommendations
 - Resumes That Work User Reviews and Ratings
 - Resumes That Work and Bestseller Lists
5. Accessing Resumes That Work Free and Paid eBooks
 - Resumes That Work Public Domain eBooks
 - Resumes That Work eBook Subscription Services
 - Resumes That Work Budget-Friendly Options
6. Navigating Resumes That Work eBook Formats

- ePub, PDF, MOBI, and More
- Resumes That Work Compatibility with Devices
- Resumes That Work Enhanced eBook Features
- 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Resumes That Work
 - Highlighting and Note-Taking Resumes That Work
 - Interactive Elements Resumes That Work
- 8. Staying Engaged with Resumes That Work
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Resumes That Work
- 9. Balancing eBooks and Physical Books Resumes That Work
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Resumes That Work
- 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
- 11. Cultivating a Reading Routine Resumes That Work
 - Setting Reading Goals Resumes That Work
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Resumes That Work
 - Fact-Checking eBook Content of Resumes That Work
 - Distinguishing Credible Sources
- 13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development
 - Exploring Educational eBooks
- 14. Embracing eBook Trends
 - Integration of Multimedia Elements
 - Interactive and Gamified eBooks

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