

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

Loretta D. Foxman



Resumes That Work:

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! 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 over and over 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 guesswork 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 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** 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 **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 doesnOt 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 DISABIITIES 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 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 *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 expamples 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 tht cover a wide varitey of typical career situtations while the third chapter include 30 includres 30 resumes that cover difficult circumstance There is even a chapter devoted to students to help new graduates joining the workforce

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

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

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 landed interviews with job objectives running the career gamut from line cook to sales manager school principal to software engineer Tips on creating a functional chronological or hybrid resume and advice on choosing which format is best for you What to include and what to leave out of your resume so you get the job you really want Smart ways to deal with gaps in your work history and other less than ideal resume scenarios Instructions for writing cover emails and submitting resumes electronically How to set up and excel at an informational interview Advice for formatting polishing and proofing your resume so that it stands out in the right way And much more Follow Parker and Brown's ten easy steps and you'll be well on your way to a smart effective and thoroughly modern resume a resume that makes you look good and produces results

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 *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

Resumes that Work Thomas Dale Cowan, 1983 *Career For Dummies Three eBook Bundle: Job Interviews For Dummies, Resumes For Dummies, Cover Letters For Dummies* Joyce Lain Kennedy, 2013-01-02 Three complete ebooks for one low price Created and compiled by the publisher this career bundle brings together three of the bestselling For Dummies career titles in one e only bundle With this special bundle you'll get the complete text of the following titles Resumes For Dummies 6th Edition Write a winning resume and land that job interview Is your job search stalling out after you submit a

resume but before you're offered an interview With a recession that has caused widespread unemployment having a winning resume is vital to securing an interview and it demands a fresh look at how you write your resumes and market yourself Whether you're entering the job market for the first time looking for a new job after a lay off or changing careers Resumes For Dummies shows you the ropes and rules for a new era in recruiting and job searching Job Interviews For Dummies 4th Edition Does the thought of interviewing for a new job send shivers down your spine It doesn't have to Whether you're searching for your first job changing careers or looking for advancement in your current line of work Job Interviews For Dummies shows you how to use your skills and experiences to your advantage and land that job Following a half decade characterized by an explosion of economic crises global expansion and technological innovation in the job market today's job seekers vie for employment in a tough era of new realities where few have gone before In addition to covering how to prepare for an interview this updated edition explores the new realities of the job market with scenarios that you can expect to encounter an updated sample question and answer section coverage of how you can harness social media in your job search information on preparing for a Web based interview and the best ways to keep your credibility when applying for several jobs at once Cover Letters For Dummies 3rd Edition Cover letters are alive and sell When they're written right that is To stand out in today's sea of qualified job seekers learn to craft riveting new breeds of cover letters create vibrant images online and discover sensational self marketing documents you never imagined This completely revised and updated 3rd Edition of Cover Letters For Dummies brings you all this plus over 200 great new samples by 62 successful professional cover letter resume writers You've probably suspected that passive and sleepy cover letters merely hugging resumes won't get you where you want to go Especially in a shaky job market *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 **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 Neurodivergent Job Candidate Marcia Scheiner,Joan Bogden,2021-11-10 This book provides guidance on recruiting interviewing and onboarding practices that will allow employers to successfully hire neurodivergent professionals into inclusive competitive employment Today 35% of 18 year olds with an autism spectrum diagnosis attend college yet they have a 75 85% under employment and unemployment rate after graduation While organizations are looking to expand their diversity and inclusion hiring efforts to include neurodivergent professionals current recruiting and interviewing practices in general are not well suited to this With over one third of the US population identifying as neurodivergent employers need to address how to attract this talent pool to take advantage of a meaningful segment of the workforce Readers of this book will gain an understanding of how to guide their organizations through the creation of recruiting interviewing and onboarding processes tailored to neurodivergent professionals in any field Written by authors with extensive experience working in the corporate world and consulting with Fortune 1000 companies on autism hiring efforts this book is targeted at employers acknowledging their perspective Structured as a reference guide for busy recruiters hiring managers and supervisors this book can be read in its entirety in relevant sections as needed or used as a refresher whenever necessary This book also provides a background on the thinking styles of autistic individuals giving the reader a deeper understanding of how to best support neurodivergent jobseekers

Congressional Record United States. Congress,1898

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

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