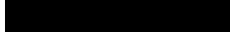
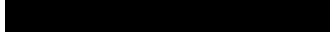
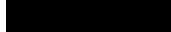


PAUL ALLEN

SCHOOL BUS DRIVER



professional summary

Proven leader and dynamic communicator, I excelled at FARM BUREAU by enhancing client relations and mastering insurance practices. Notably skilled in decision-making and problem-solving, I adeptly increased clientele development. My tenure as a Store Manager and Tattoo Artist showcases my ability to innovate and drive results, bolstering a steadfast commitment to excellence and growth.

Dedicated individual with vast experience in the transportation industry. Possesses a valid CDL and a clean driving record. Proven ability to swiftly and safely transport goods while adhering to all safety regulations. Skilled in handling paperwork, inspections and other related duties.

skills

- Administrative Functions
- Insurance Practices
- Problem-Solving
- Clientele Development
- Decision-Making
- Insurance Coverage Verification

experience

Mar 2020 - Present

INSURANCE AGENT

FARM BUREAU, Gunnison, CO

- Demonstrated excellent communication skills when discussing insurance policies with customers to ensure they were fully informed of their coverage options.
- Used company software to analyze customer coverage needs, write quotes, and issue policies.
- Built and maintained relationships with clients to support satisfaction.
- Developed strong customer service skills while working as an Insurance Agent, including problem resolution and conflict management.
- Interpreted insurance policies and explained coverage to clients.
- Contacted prospective and current clients via telephone to provide quote and policy

information.

- Explained features, advantages and disadvantages of various policies to promote sale of insurance plans.

Jan 2014 - Mar 2019

STORE MANAGER

Ensignal Verizon, Gunnison, Co

- Provided leadership and motivation to team members to increase productivity and efficiency within the store.
- Trained staff on proper cash handling procedures including daily deposits, credit card payments, and end-of-day reconciliation of register funds.
- Interviewed and hired prospective employees according to team needs.
- Solved problems and resolved conflicts for team members and customers.
- Oversaw day-to-day store operations to foster efficient and profitable operations.
- Managed inventory levels by ordering stock as needed, tracking sales trends, and adjusting orders accordingly.
- Mentored new employees on store policies and procedures while providing guidance and support in their roles.

Jul 2004 - Dec 2014

TATTOO ARTIST

Shop part owner , Moorcroft , Wyoming

- Maintained sterile work environment at all times according to health department standards.
- Developed strong customer relations skills to ensure satisfaction with each tattoo design.
- Completed consent forms with customers and answered questions to meet standard protocols.
- Utilized artistic abilities to create original artwork for tattoos based on client requests.
- Expertly operated electric tattoo machines, needles, and other equipment to complete tattoos safely and efficiently.
- Established personal connections with new and existing customers to build loyal customer base.
- Educated clients on tattoo aftercare to prevent infections and promote healing.
- Demonstrated expertise in creating custom designs for clients, incorporating a variety of

styles and techniques.

- Sketched and drew new tattoo designs for clients.
- Kept up-to-date with latest trends in body art to provide the best options for clients.

Dec 2001 - Jul 2004

TRUCK DRIVER

East West Motor Express, Rapid City , SD

- Demonstrated ability to work independently without supervision for extended periods of time.
- Inspected truck before leaving terminals to ensure mechanical fitness.
- Checked tire pressure, fluid levels, brakes, lights.
- Followed road safety regulations and traffic laws to prevent accidents and vehicle damage.
- Completed pre-trip inspections in accordance with Department of Transportation regulations.

Aug 2000 - Dec 2001

TRUCK DRIVER

Werner Enterprises , Omaha, NE

- Demonstrated ability to work independently without supervision for extended periods of time.
- Inspected truck before leaving terminals to ensure mechanical fitness.
- Checked tire pressure, fluid levels, brakes, lights.
- Planned and followed an efficient route to maximize time and fuel efficiency.
- Completed deliveries before assigned deadlines to increase customer satisfaction.
- Managed fuel expenses efficiently by monitoring mileage and fuel consumption rates.
- Drove trucks and tractor-trailer combinations to transport and deliver products.

Nov 1999 - Nov 2000

TRASH TRUCK DRIVER

Waste Management, Wichita, Ks

- Utilized GPS navigation system for efficient routing; adjusted routes as needed based on traffic patterns or construction zones.

- Provided assistance with loading recyclables onto trucks when necessary; unloaded material at transfer station if required.
- Verified contents of collected material against manifests or customer information provided by supervisor.

Jan 2000 - Aug 2000

TRUCK DRIVER

national carriers , wichita, ks

- Demonstrated ability to work independently without supervision for extended periods of time.
- Inspected truck before leaving terminals to ensure mechanical fitness.
- Checked tire pressure, fluid levels, brakes, lights.
- Followed road safety regulations and traffic laws to prevent accidents and vehicle damage.
- Provided excellent customer service when delivering goods in a courteous manner.
- Inspected vehicles before trips to locate and eliminate potential mechanical problems.
- Safely operated a tractor-trailer to transport materials over long distances.
- Completed pre-trip inspections in accordance with Department of Transportation regulations.
- Maintained accurate logbooks, records, and bills of lading for each shipment.

certifications

- Licensed Insurance Agent

references

References available upon request