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| John Doe |
| SummaryMotivated and detail-oriented recent graduate with a strong interest in the insurance industry. Eager to leverage customer service skills and knowledge of insurance products to assist clients in finding the best coverage options.Work Experience**Insurance Intern Jun 2022 – Aug 2022**ABC Insurance Los Angeles, CA* Assisted clients with policy inquiries, improving customer satisfaction by 20%.
* Processed applications and renewals accurately and efficiently.

**Customer Service Representative Jan 2021 – May 2022**XYZ Corp Los Angeles, CA* Resolved client issues promptly, achieving a 95% satisfaction rating.
* Educated customers on product offerings, increasing sales by 15%.

EducationBachelor of Arts: Business Administration Jan 2022*University of California**Los Angeles, CA*references* Provided upon request
 | Contact(123) 456-7890john.doe@example.comLos Angeles, CA 90001SkillsCustomer ServiceCommunicationProblem SolvingSales TechniquesTime ManagementAttention to DetailTeam CollaborationBasic Financial Knowledge |