

Marianne C. Burke, CISR

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Raleigh, NC 27613

919-621-6583

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PROFILE: Demonstrated ability to lead and motivate. Strong communication skills - both written and verbal. Highly organized and multi task oriented. Over 30 years of insurance knowledge and skill.

SKILLS SET:

- Knowledge of the personal lines insurance marketplace specifically in NC.
- Strong customer service having serviced a \$1,200,000 book of business.
- Insurance sales of new business including cross selling.
- Reviewing, marketing and recommending coverage to clients daily.

PROFESSIONAL EXPERIENCE:

August, 2015 - January, 2016 Carter Glass Insurance Agency LLC (Raleigh)

- Sales and service of Nationwide Insurance personal lines products. Continued to work with excess markets, Chubb, Hagerty, NCJUA, Progressive, etc as needed to place business.

September, 2006 - July, 2015 Moore and Johnson/A Dawson Company (Raleigh)

- Hired as a processor and within six months was moved into personal lines as an account manager servicing a \$1,500,000 book of business. In 2011, I was promoted to the personal lines manager position overseeing two full time processors and three personal lines account managers. Also responsible for the sales and service of clients for a producer out of Charlotte who works remotely. I was his main contact for all areas of servicing his clients and writing his new business. I was also part of the office management team overseeing the office operations.

August, 1999 - August 2006 Cecil Burt State Farm (Raleigh)

- Relocated from NY and worked for State Farm as an agent responsible for the sale and service of personal lines clients. Also sold life, health and LTC.

April, 1997 - July, 1999 Jackson-Hewitt Tax Service (Colonie, NY)

- Tax return assembler - part time. Assembled a wide variety of tax returns, refunds and paperwork.

June, 1994 - April, 1997 Marianne C. Burke Day Care (Guilderland, NY)

- Self-employed day care owner licensed by the state of NY.

May, 1986 - June, 1994 Stark Insurance Agency, Inc. (Latham, NY)

- During the eight years I worked at this agency, I was responsible for a variety of duties including marketing, selling and servicing of commercial and personal insurance as well as the overall office management involving all accounting and computer functions.

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September, 1976 - March, 1986 Sentry Insurance (Rochester, NY)

- Sales Representative. Relocated to Rochester in 1984 to enter into the sales program. Account Service Manager/Inside Sales Department (**Morris Plains, NJ**). Managed and coordinated ten employees in the office as well as overseeing additional employees in our outlying offices throughout NY, NJ and PA. Heavily involved with contest coordination and promotion, marketing, meeting and convention planning and training.

OTHER PROFESSIONAL INFORMATION:

- NC Property and Casualty License
- NC Life and Health License
- NC Medicare Supplement License
- Hold CISR Designation
- CIC - Completed three of five courses
- Active Notary

EDUCATION:

- Parsippany Hills High School, Parsippany, NJ - High School Diploma
- Some college classes