

# Maurie Gonzalez

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## Professional Summary:

Detail-oriented and Trustworthy Executive Assistant focused on honoring company ethics and preserving confidentiality. Experienced Administrative Assistant offering over 10+ years of experience. Driven to provide efficient, accurate and high-quality support. Completed ACS and ALMI LOMA courses. With a Bachelor's Degree in Psychology

## Skills:

- Computer programs: Microsoft Excel, Word, PowerPoint, Outlook.
- Email: Outlook, Gmail
- Time Management/Organization/Attention to Detail
- Event Planning
- Production (theatrical shows)
- Shipping/Receiving including Inventory Control
- Advisors Assistant Software Program
- APS (Order Medical Records) & ExamOneApps (Order Medical Exams)
- All General Office Equipment

## Experience:

### Case Manager – Crump Insurance Services – 7/2017-1/2023

- Process Life Insurance and Annuity Insurance Applications
- Order Medical Exams through ExamOne
- Order Medical Records through Parameds.com
- Follow-up with Cases to move to Policy Placement
- Process all Applications including Policies
- Ensure CEO licenses were up to date with all Life Insurance Carriers
- Liaison between Carriers and Agents
- Prepare correspondence with Agents
- Field Underwriting Review Medical records/APS

### Executive Admin. Asst. /Office Manager – Elizabeth Sampson 11/30/2012 – 1/3/2017

- Process life and annuity insurance applications
- Order medical exams
- Processed premium payments and annuity rollovers/transfers
- Manage CEO personal mail/bills
- Maintained spreadsheets for CEO personal accounts
- Ensure CEO licenses were up to date with all carriers
- Liaison between carriers and client's.
- Prepare correspondence with clients.