

Oscar Melendrez

775-432-5175 | o.melendrez05@gmail.com | Reno, NV

Experience

Insurance Agent | Reno

Sales Broker | 05/2020 - Present

- **Negotiated and secured** comprehensive insurance contracts for a diverse portfolio of individual and corporate clients, consistently exceeding quarterly sales targets by at least **15%**.
- **Conducted in-depth risk assessments** and financial analyses to recommend customized insurance solutions that aligned with clients' long-term financial goals and risk tolerance.
- **Cultivated and maintained** strong relationships with top-tier insurance carriers to ensure competitive pricing and broad coverage options for all policyholders.
- **Managed the end-to-end sales cycle**, from lead generation and initial consultation to policy issuance and annual renewals, maintaining a **95% client retention rate**.
- **Collaborated with cross-functional teams**, including marketing and project management, to develop new insurance products and sales initiatives based on emerging market trends.

Skills

Customer service, Computer literacy, Time management, Communication skills, Documentation review, Guest services, Microsoft excel, English, Bilingual, Leadership, Microsoft word

Education

University of Nevada - Reno | Reno, NV

Business Accounting | 06/2028

- **Relevant Coursework:** Actively engaged in core studies including **Principles of Financial Accounting** and **Business Statistics**.
- **Technical Growth:** Developing a deep understanding of **GAAP** (Generally Accepted Accounting Principles) and financial reporting standards.
- **Academic Excellence:** Maintaining a high cumulative GPA within the College of Business while working full-time.
- **Professional Development:** Participating in university networking events and business workshops to stay current with industry trends in the Reno-Tahoe area.

Damonte Ranch High School | Reno Nevada

Highschool | 06/2022

- **Graduated with a 3.5 GPA**, demonstrating consistent academic excellence and strong time-management skills.
- Successfully balanced a rigorous course load while participating in extracurricular activities and local community events.
- Developed foundational communication and analytical skills through advanced coursework.