**Francis A. Haynes**

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**Career Objective:**

Looking for a commission analyst position with “Hobert General Insurance,” to manage agents and handle automobile insurance functions.

**Summary of Skills:**

* Experience in working with agents and automobile sector
* Superior knowledge of insurance industry
* Strong analytical, problem-solving, and communication skills
* Excellent knowledge of finance with multi-tasking ability
* Skilled in working independently as well as with teams
* Ability to work with numbers, figures, and processing accounting transaction

**Work Experience:**

Commission Analyst

Fast Lane Automobile, Alpharetta, GA

August 2013 - Present

* Hiring and training agents and deciding terms and conditions of commission
* Calculating and forecasting commission of agents on a monthly basis
* Handling and examining data entries and correcting discrepancies
* Researching and resolving issues and inquiries related to agent commission
* Monitoring agents' activities in selling automobile insurance policies to clients
* Creating monthly sales reports, graphs, charts, tables, and other documents

Commission Analyst

Gforce Automobile, Alpharetta, GA

March 2012 - July 2013

* Calculated and facilitated payment of commission to agents
* Processed and audited monthly commission payouts
* Prepared and submitted data on monthly payouts to the management
* Assisted sales team in selling insurance policies and automobiles
* Reviewed and modified commission payment terms and conditions
* Prepared budgets for award sales team with money on quarterly basis

**Education:**

* Bachelor's Degree in Finance  
  ABC University, Alpharetta, GA  
  2011

**Reference:**

On request.