

Sonja Lisac

Benefits Administration & Licensing Coordinator

Contact Sonja

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Sharon, PA

30 East State Street,
Sharon, PA 16146

Titles & Credentials

- Benefits Administration & Licensing Coordinator
- Benefits Commission Reconciliation
- Agency & Producer Licensing Administration
- Carrier Appointment Management

Industries & Practices

- Benefits Administration
- Commission Reconciliation
- Insurance Licensing
- Agency Operations
- Administrative Support

Education

Shenango Valley School of Business -

- Associate Degree, Business Administration

Overview

Sonja Lisac is a Benefits Administration and Licensing professional who supports the daily operations of Gilbert's Risk Solutions through commission processing, licensing administration, and administrative support. Her responsibilities include entering and reconciling benefits commissions, maintaining agency and producer licenses, preparing and submitting carrier appointments, and assisting with a variety of operational functions that help keep the agency running efficiently.

Sonja has been a member of the Gilbert's Risk Solutions team for nearly 14 years. Her long-standing relationship with the organization has provided her with extensive knowledge of agency operations and client service.

During her time with Gilbert's, she worked in customer service where she reviewed, processed, and billed new and renewal policies, processed commercial claims, prepared claim checks, bonds, and certificates of insurance, and assisted clients with policy changes. She also served as a notary and provided support across multiple areas of the agency.

Currently, she specializes in benefits commission administration and insurance licensing. Her attention to detail and commitment to accuracy play an important role in supporting the agency's benefits department and ensuring licensing requirements are maintained for both the agency and its producers.

Sonja earned an Associate Degree in Business Administration from Shenango Valley School of Business in 1991. She resides in West Middlesex, Pennsylvania, with her husband, Mike Lisac, owner of Warehouse Sales. Outside of work, she enjoys traveling with friends, attending concerts, line dancing, gardening, spending time with animals, watching movies, and helping at her husband's store.