

# ROBERT SMITH

## Assistant Underwriter III

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

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### SUMMARY

Reliable, responsible and very dedicated Assistant Underwriter III with 19 plus years of experience in the Finance domain who has the ambition to succeed in any given environment. Quick learner and am always up to a challenge in whatever the situation. Efficient, detail oriented and work well with others. Seeking a position where I can develop and excel while giving my best to an employer.

### CORE COMPETENCIES

Underwriting, Excel, MS Office, Commercial Insurance, Microsoft Word, Microsoft Excel, Microsoft Power Point

### PROFESSIONAL EXPERIENCE

#### Assistant Underwriter III

**Philadelphia Insurance Company - 2004 – Present**

##### Key Deliverables:

- Rating the quote all new and renewal commercial lines business for various products within the company.
- Reviewing the account loss history state guidelines for renewal provide recommendations for pricing, renewal and/or non-renewal.
- Maintaining the coverage and exposure changes within the speed of service and standard operating procedures set forth by the company.
- Processing, includes but is not limited to; binding, issuing and invoicing, follow ups, cancellations reinstatements, non-renewals, endorsements, certificates and proof of insurance, order/review.
- Answering the direct insureds, agency, and internal phone calls, assist in the explanation of coverages.
- Assisting in the training of co-workers and departments as directed by management.
- Issuing the policies once rated and approved by lead underwriters, in accordance with underwriter and company specifications.

#### Assistant Underwriter

**ABC Corp - 1999 – 2003**

##### Key Deliverables:

- Handled all incoming and outgoing mail using the Dymo system and processed all checks and deposits using a wireless check scanner and pdf filing system.
- Trained the perspective and new agents on how to use the rating system via phone or webinar.
- Produced quarterly reports on all agents (70+) and custom reports as requested.

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- Pulled PLR numbers and audit reports to identify industry trends, reported the findings to the Management.
- Developed relationships with adjusters and insurance agents, serving their information requests as they resolved claims.
- Created and processed underwriting binders to support property casualty insurance applications.
- Established and maintained the relationships with clients to always be in touch with their needs and align their knowledge with regulations and company goals.

### EDUCATION

Office Management - 1996 (Community College Of Denver - Business Technology )

