

Robert Smith

Assistant Underwriter

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SUMMARY

Assistant Underwriter with 18 plus years of experience in the Finance domain. Strong experience in the analytical and problem-solving environment. Hard-working team player with great communication skills and a perfect attendance record. Excellent time management and organizational skills; able to work independently. Effectively deal with high customer expectations and establish positive relationships.

SKILLS

Proficient In Microsoft Office, Agency Works, Insurance Quoting Software, Publisher, Print Shop, Exact Target And Constant Contact

WORK EXPERIENCE

Assistant Underwriter

MMIC Group - 2003 – Present

- Underwriting new and renewing the accounts for assigned territory or specially assigned accounts.
- Corresponding with insureds or agents to obtain additional information.
- Verifying application information if necessary, determining appropriate rate classes and assigning proper rates.
- Responding to customer inquiries, requests, and coverage questions.
- Performing the duties of an underwriter to answer policy and underwriting questions as well as to take down information.
- Coordinating the facultative reinsurance coverage and pricing with reinsurers on new and renewal business when necessary, due to the type of exposure or limits of liability.
- Promoting the consistency amongst underwriting teams by contributing knowledge and soliciting feedback relative to underwriting philosophy and company goals.

Assistant Underwriter

ABC Corp - 2000 – 2003

- Monitored policies approaching expiry and issued renewal solicitations and follow-ups, while achieving a working knowledge of the company's new business and renewal business selection philosophy.
- Maintained loss summaries in excel along with performing sanction searches for all accounts.
- Assisted the Senior Underwriter to review and analyze new and renewal coverage for the towing industry.
- Prepared solicitation for renewal business by acquiring loss runs, MVRS, vehicle, property, and building information.
- Reviewed new applications for all the appropriate information to produce an accurate quote.
- Made sure all state and federal filings were finalized on a timely base.
- Additionally, responded to all agent and insured inquiries as quickly as possible to maintain a high customer satisfaction rating.

EDUCATION

Certificate - 1998 (Century College - Saint Paul, MN)Master Of Business Administration - 2008 to 2010(Hamline University - Saint Paul, MN)