Robert Smith

Associate Personal Lines Underwriter

CONTACT DETAILS

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Alabama
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PERSONAL STATEMENT

Energetic business professional, self-motivated, goal-oriented, with the ability to quickly learn and adapt to any work environment.

WORK EXPERIENCE

Associate Personal Lines Underwriter

ABC Corporation - 2002 – 2007

Responsibilities:

- Managed half of the homeowners underwriting book of business.
- Reviewed both HO-3, HO-6 policy form applications for Wawanesa Insurance.
- Recommended repairs, cancellations, and program qualifications for homeowner inspections.
- Assigned risks based on their classification according to their degree of insurability.
- Maintained a current flow of correspondence for customer concerns and policy changes.
- Monitored endorsements for accuracy and program qualification.
- Primary contacted for supervisors and customers homeowner book of business.

Personal Lines Underwriter

ABC Corporation - 1997 – 2000

Responsibilities:

- Make informed and appropriate underwriting decisions based on information provided by clients and other sources.
- Collaborating with underwriters, operations, claims, marketing.
- Consistently meeting service standards.
- Demonstrate technical expertise and product specific knowledge with experience handling homeowner and personal umbrella coverage.
- Ability to effectively interact with all levels of internal and external business partners.
- Responsible for creating reports as needed.
- Ability to be creative and adaptable in a changing business environment.

Education

Communication Skills - 2003(Southwestern College)

SKILLS

Information Services, Internet Explorer, Lotus Notes.

LANGUAGES

English (Native)
French (Professional)
Spanish (Professional)

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference – 1 (Company Name)
Reference – 2 (Company Name)

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