Robert Smith

Reinsurance Analyst

CONTACT DETAILS

1737 Marshville Road, Alabama
(123)-456-7899
info@qwikresume.com
www.qwikresume.com

PERSONAL STATEMENT

Several solid years of experience in progressively responsible positions in the Health Care/Medicaid and Excess Loss Industry. Areas of expertise include, but are not limited to Supervising, Auditing, Training, Client Services, Benefit Analysis, and Implementation. Successfully handled a $462K Aggregate Audit, with positive results Responsible for the recovery of $2.

WORK EXPERIENCE

Reinsurance Analyst

ABC Corporation - 2008 – 2009

Responsibilities:

- Produced and processed reinsurance billings for client company contracts for 4 of the largest clients blocks under reinsurance contracts Served on acquisition team to lift and move business and implemented conversion on to a newly acquired and designed system.
- Coded, tested and operated a new reinsurance billing system to ensure business processed correctly, system support staff was offsite in Milwaukee, Wisconsin - performed duties with limited supervision.
- Required to perform technical system duties to ensure accuracy.
- Trouble shooting, system error corrections, computer updates and system back up were required.
- Implemented, tested and processed billings for self-administered reinsurance billing system on 200,000 policies/ month after conversion was completed.
- Reported financial transactions of monthly accruals, of pending and paid claims for monthly valuation, account reconciliations, and internal/external audits.
- Prepared, sent out, processed and corresponded with customers, clients, auditors and management concerning billings, accounting for billings or system issues meeting deadlines consistently.

Reinsurance Analyst

Delta Corporation - 2001 – 2005

Responsibilities:

- Effectively analyzed and evaluated clients applications for reinsurance as well as ensuring that they adhere to the contractual terms and clauses.
- Performed in the reconciliation of revenues for clients accounts.
- Administered treaty terms, creating check requisitions and maintaining reinsurance master files.
- Ensured that all procedures and guidelines are followed within timeliness.
- Submitted cession cards, verified premiums, credits, and terminations as reported by reinsures.
- Prepared month and quarterly billing statements for each reinsuring company, and creating check request for due amounts.

SKILLS

Bloomberg, FactSet, Reuters, Interactive Data, Markit, State Street PAM, Morning Star, Computer: Advanced Microsoft Excel, C++, SQL, SAS, MATLAB, Maple, QuickBooks, PowerPoint.

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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- Responsible for reconciliation and collection of Loss Paid Recoverable against GL In-charge Reinsurance Cash Receipts & Reconciliation Assisted.

Education

B.S. In Sociology

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