

John Doe
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Work Experience

ABC Insurance Company

2006 – Present

Underwriting Supervisor

- Responsible for profitably managing a \$45M territory of Western PA and Eastern OH
- Managed 6 Commercial Underwriters and 8 Underwriting Assistants
- Specialized in accounts ranging from \$15k - \$1M in annual premium; average account size \$150k in annual premium
- Targeted following types of risks: artisan contractors, light manufacturers, equipment dealers, and franchised auto dealers
- Ensured staff followed company underwriting guidelines, policies, and procedures

XYZ Insurance Company

1998 – 2006

Senior Commercial Lines Underwriter (02 – 06)

- Profitably managed a \$7M book of business in PA, OH, and MD
- Added \$1.3M in new business premium in 2006, \$900k in new business premium in 2005
- Handled small to middle-market accounts ranging from \$10k - \$300k in annual premium; average account size \$75k
- Focused on the following types of risks: habitational, real estate, hospitality, and main street
- Completed agency visits 3 days per month

CL Underwriter (98 – 02)

- Managed a \$4M book of renewal business in XYZ's small business unit, territory was the entire state of PA
- Accounts ranged from \$1,500 to \$25k in annual premium; average account size \$15k in annual premium
- Identified adverse loss history and account exposure to develop loss pick for all renewals
- Ensured timely response to inquiries, questions, and endorsements for agency plant
- Interacted with loss control and claim personnel to ensure service is provided to insureds

MNO Insurance Company

1996 – 1998

Commercial Underwriting Technician

- Supported the managerial and underwriting team on a daily basis for a \$50M annual book of business in the PA region
- Administered endorsements, bookings and issuance of policies to ensure satisfaction from the insured and broker
- Record and analyzed a high volume of transactions in the our forecasting database in order to accurately track production goals and report on a daily, monthly and annual basis to Underwriting/Operation team

Education

University of Pittsburgh – Pittsburgh, PA
Bachelor's Degree, Business Administration (1996)

AU - Associate in Underwriting designation (2002)