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## Commercial Lines Account Manager Resume

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### Job Objective

Searching for a challenging career as Commercial Lines Account Manager of well-established company in which to put my skills to the test.

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### Highlights of Qualifications:

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- Admirable experience in commercial insurance agencies and bank institution
  - Operational knowledge of Microsoft Office applications
  - Deep knowledge of Sagitta
  - Ability to analyze all issues as per regulations
  - Ability to travel to various markets
  - Exceptional customer service skills
  - Good communication and interpersonal skills
  - Ability to understand P&C coverage
  - Familiarity to perform basic math
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### Professional Experience:

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Commercial Lines Account Manager  
Fidelity Associates Inc., Jackson, MS  
October 2008 – Present

- Coordinated with clients and provided technical expertise to accounts.
- Managed and provided response to all customer requests and inquiries.
- Provided response to underwriter queries within timeframe.
- Maintained large volume of work for commercial accounts.
- Designed quotations for all insurance accounts and renewals.
- Prepared applications for all new and renewal insurance.
- Developed client files and maintained accuracy in it.
- Monitored and provided update to agency management system.

Commercial Account Supervisor  
TIS Insurance Services, Inc., Jackson, MS  
August 2003 – September 2008

- Conducted interview and trained all regional account executives.
- Maintained and achieved sales objectives for assigned region.
- Developed and update contract database and ensured accuracy.
- Monitored all competitor activities for appropriate market.
- Designed collateral materials and tools and achieved goals.
- Ensured compliance to all regulations and standards.

Commercial Accounts Specialist  
Hill & Knowlton, Inc., Jackson, MS  
May 1998 – July 2003

- Assisted to open new accounts for customers.
  - Coordinated with departments and developed customer relations.
  - Monitored all transactions such as deposit and supply order.
  - Managed and provided answer to all customer queries.
  - Administered efficient resolutions for all customer issues.
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### Education:

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Bachelor's Degree in Business Administration  
DeVry University, Chicago, IL

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