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# INSURANCE ANALYST RESUME

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## Job Objective:

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To secure a position as Insurance Analyst with a well established organization.

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## Highlights of Qualifications:

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- Profound knowledge of general commercial, residential mortgage servicing
- In depth knowledge of insurance underwriting
- Strong negotiations, analytics and communication skills
- Excellent customer service and decision making skills
- Proficient with SAS and SQL
- Sound knowledge of commercial loan documentation, securitizations,

CMBS and commercial real estate fundamentals

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## Professional Experience:

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Insurance Analyst  
Tryton Solutions, Buffalo, NY  
August 2005 – Present

- Performed and conducted complex statistical and financial analysis of the entire insurance book.
- Provided analytical and research support to answer business questions.
- Investigated and documented business process.
- Designed automated and manual audit reporting for Insurance Operations.
- Analyzed and documented reports on operational audits.
- Analyzed and determined business trends to anticipate changes in financial results.
- Developed and prepared performance measurements and scorecards to ensure company goals are on track.

Insurance Analyst  
Keane, Inc., Buffalo, NY  
May 2000 – July 2005

- Researched, resolved, and communicated insurance issues to customers and management.
  - Ensured insurance record set-up, renewal reviews, escrow disbursements, force place coverage, escrow analysis.
  - Analyzed and resolved issues utilizing professional independent judgment.
  - Ensured compliance with loan documents, servicing contracts, and industry servicing standards.
  - Developed and maintained insurance related reporting.
  - Identified client related issue trends and developed and implemented appropriate resolutions.
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## Education:

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Bachelors Degree in Finance  
University of California, Berkeley, CA

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