
INSURANCE ASSISTANT RESUME

Objective:

Seeking the Insurance Assistant position where I can apply my experience and efficiently contribute to the company's growth.

Summary of Skills:

- Ability to multi-task and resume work following interruptions
- Ability to deal with people and build relationships
- In-depth knowledge of insurance policies
- Ability to prioritize and work within time constraints
- Skilled at answering phones, processing mail, scanning, photocopying and insurance check processing

Work Experience:

Insurance Assistant
Liberty Mutual Group, Milwaukee, WI
August 2005 to till date

- Maintained files for the assigned accounts following Commercial Lines filing procedures.
- Communicated on call with customers and companies with various requests and questions.
- Prepared and created insurance forms, identification cards, certificates, endorsements and schedules.
- Reviewed and processed insurance transactions.

Insurance Assistant
Peerless Insurance, Milwaukee, WI
May 2000 to July 2005

- Responded actively to internal and external requests for information.
- Prepared documents, policy information and files for additional handling by other associates.

Education:

Associate Degree in Insurance
Philadelphia University, Philadelphia, PA

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