
Insurance Underwriting Trainee Resume

Job Objective

Career-minded Insurance Underwriting Trainee seeking company in which to put my training and experience to good use.

Highlights of Qualifications:

- Good understanding of underwriting
 - Proficient with MS Office Application
 - Extensive knowledge of math and their applications
 - Excellent verbal and written communication skills
 - Exceptional ability to identify, analyze and resolve issues
 - Ability to learn rapidly and adapt quickly to change
 - Strong ability to work independently
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Professional Experience:

Insurance Underwriting Trainee
Ace Group, Austin, TX
January 2009 – Present

- Updated insurance underwriting systems.
- Analyzed insurance applications and documents.
- Managed insurance underwriting responsibilities.
- Conducted field visits when required.
- Assisted with resolving specific claim issues.

Insurance Underwriting Trainee
MetLife, Austin, TX
March 2004 – December 2008

- Reduced the value of policy.
 - Evaluated company records and analyzed amount of insurance.
 - Authorized reinsurance of policy during high risk.
 - Reduced excessive risks.
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Education:

Bachelor's Degree in Business Administration: Finance
NAES College, Chicago, IL

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