
PREMIUM AUDITOR RESUME

Objective:

Qualified Premium Auditor seeking work with an established firm in which to put my skills and knowledge to good use.

Summary of Skills:

- Sound experience in field Premium Audit, casualty rating and processing and underwriting
 - Remarkable knowledge and expertise in techniques and standards of audit
 - Good knowledge of premium state laws and regulations
 - Proficiency in MS Excel, MS Word and LOTUS Notes
 - Ability to work independently, utilizing strong organizational, interpersonal and time management skills
 - Excellent analytical & mathematical skills
 - Strong verbal and written communication skills
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Work Experience:

Premium Auditor, August 2005 – Present
Questpro Consultants, Allentown, MD

- Managed and maintained occupancy report.
- Followed premium audited system processes and procedures.
- Checked locations and determined problems that would create an order filling error.
- Analyzed postings, documents and figures to ensure that they are properly coded and mathematically correct.
- Performed cycle counts, conducted back order checks, full trailer audits and inventory checks.
- Audited and analyzed insured's business operations.

Premium Auditor, May 2000 – July 2005
Travelers, Allentown, MD

- Conducted audit of selected Commercial Lines adjustable policies.
 - Determined and developed premium basis and classification.
 - Performed material audits to optimize aptness and efficiency.
 - Ensured audit quality by examining them.
 - Recorded audit information and transmitted completed audits in a timely manner.
 - Informed Special Investigative Unit regarding any fraud noticed immediately.
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Education:

Bachelor's Degree in Business Administration, Spring Arbor University, Spring Arbor, MI

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