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# UNDERWRITING ASSISTANT RESUME

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## Objective:

To obtain the Underwriting Assistant position that will expand and develop my skills.

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## Summary of Skills:

- Proficiency with automated Underwriting systems
  - Technically proficient in using the processing system and tools on the Internet
  - Skilled in using underwriting concepts effectively
  - Ability to read and interpret documents such as submissions, loss control reports and standard policy forms and endorsements
  - Strong ability to negotiate, influence and close deals
  - Excellent written and verbal communication skills
  - Strong computer skills, specifically Word, Excel, PowerPoint and Outlook
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## Work Experience:

Underwriting Assistant, August 2005 to till date  
Argo Surety, Joliet, IL

- Provided assistance throughout the bond process.
- Updated changes to existing account and bond files.
- Ensured to apply considerable independent judgment to complete complex and specialized assignments adhering to policies and procedures.
- Worked with staff, customers, lawyers and IT personnel.
- Performed all clerical duties such as packing and supplying orders.

Underwriting Assistant, May 2000 to July 2005  
Chartis, Joliet, IL

- Delivered reports or information drawn from GEMS and other systems to respective departments officials
  - Coordinated with credit risk management analysts to provide appropriate credit exposure information to corporate level risk management.
  - Provided country and account-specific research and supported underwriters.
  - Generated Factiva, rating agency and EIU reports, and internet-sourced information for transaction assessments.
  - Updated, prepared and organized marketing materials.
  - Performed ad-hoc projects throughout the year as requested by underwriters and management.
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## Education:

Associate Degree in Business Administration, Jefferson Davis Community College, Brewton, AL

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