
UNDERWRITING ASSISTANT RESUME

Objective:

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

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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