
Underwriting Manager Resume

Job Objective

Seeking a chance to work with a growing company through filling the Underwriting Manager position and putting my experience to good use.

Highlights of Qualifications:

- Admirable knowledge of analyzing financial statements, evaluating legal documents and underwriting for various commercial insurance
 - Expertise in working in medical or hospital environment
 - Outstanding knowledge of all technical codes and regulations of insurance industry
 - Deep knowledge of insurance products
 - Remarkable ability to assist customers and provide necessary approvals
 - Ability to motivate a team and provide leadership
 - Amazing communication skills
 - Skilled to develop strategic plans
 - Efficient in using Microsoft applications
 - Familiarity in understanding capital markets and financial standing
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Professional Experience:

Underwriting Manager
Willamette Dental, Carter, MT
October 2008 – Present

- Reviewed credit risks prior to transaction quotes and implemented all operational policies.
- Coordinated with Zone Financial Managers and trained sales team in working of credit review process.
- Monitored all underwriting and approved new credit requests, prepared credit line for new customers and maintained existing customers as well.
- Evaluated all terms and conditions of transaction contracts and coordinated with various teams and prepared appropriate documentation.
- Developed credit sales review for various distributors and sales partners.
- Hired and trained a number of underwriters for specific sale zones.
- Assisted various teams and introduced new products in market.
- Streamlined all transactions and prepared necessary risk memos.

Underwriting Specialist
PMA Companies, Carter, MT
August 2003 – September 2008

- Managed book of business and maintained records of growth and earning made.
- Executed risk assessments tests for every individual tests.
- Developed various account earnings and assisted achievement of necessary growth.
- Designed various strategies against competitor projects.
- Coordinated with brokers and sales department and developed presentation for customers.
- Assisted partners in various product developments and pricing.

Underwriting Technician
PMI Group, Carter, MT
May 1998 – July 2003

- Managed procedures and performed valuation and pricing for various risks.
 - Coordinated with agencies and provided assistance to underwriters.
 - Monitored underwriting requirements based on all guidelines.
 - Reviewed all information mentioned in an insurance application and ensured its compliance with state law.
 - Trained and assisted Underwriting technicians.
 - Evaluated underwriting requirements, accepted and denied procedures accordingly.
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Education:

Bachelor's Degree in Business Administration
Eckerd College, Saint Petersburg, FL

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