

OBJECTIVE

To further my career in the insurance industry with a company that is motivated, and goal driven, where I can be challenged.

EDUCATION

Union High School • 1999

- High School Diploma

Utah State University - 2000

EXPERIENCE

Business Architect • 2005 – Current

Writing new business accounts, and referrals. Handling, and managing a book of business. Risk Management for clients on the book of business. Advice and counseling on insurance accounts, checklists, cross selling, upgrades in coverage, marketing accounts, answering coverage questions, billing, checking policies, endorsements and audit accuracy, working with underwriters.

Account Executive • 2001-2005

Responsibilities included, but not limited to: Managing a book of business. Taking phone calls from Customers, processing change and cancellation requests and following up on these. Processing new business policies, renewals, and general file processing, certificates & evidences of insurance, auto id cards, processing claims along with advice and counseling on insurance issues, checklists, cross selling, upgrades in coverage, marketing accounts, answering coverage questions, billing, checking policies, endorsements and audit accuracy, working with underwriters, working with producers on all accounts. Writing new business accounts, and referrals.

Office Coordinator • 1999-2001

I was in charge of accounts receivable/payable. I was in responsible for coordinating our Office, and the insurance agents that we were responsible for in our District. I arranged, and planned all District meetings. I input personal lines business for the District Agents. I processed all publications for the District Office, answered phones and processed the mail.

REFERENCES:

AVAILABLE UPON REQUEST.

