

## Objective

Efficient, accurate and detail-oriented Personal Assistant who takes initiative and has an innate drive to succeed. Highly motivated to expand knowledge and skills.

## Skills

Microsoft word, Excel, Quick Books.

## Work Experience

### Insurance Assistant II

**ABC Corporation** - 1997 – 2000

- Evaluated leads obtained through direct referrals, lead databases and cold calling.
- Finalized sales and collected necessary deposits.
- Met with prospective customers and business owners in their homes, businesses and other settings to select or change insurance policies due to needs.
- Implemented improvements in manual and electronic billing procedures.
- Reported policy changes and company conditions affecting customer satisfaction.
- Provided an elevated customer experience to generate a loyal clientele.
- Documented all customer inquiries and comments thoroughly and quickly.

### Insurance Assistant

**ABC Corporation** - 1993 – 1997

- Collaborated with Client Executives & Representatives to ensure accurate documentation as it relates to insurance certificates, endorsement requests and schedules of insurance.
- Assisted with preparation of underwriting submissions including annual and interim coverage amendments, comprised of accounts in diversified industries & public sector.
- Exercised prudent judgment in identifying and maintaining routine invoices while taking appropriate actions to rectify over due accounts.
- Assisted brokers by performing miscellaneous administrative functions including photocopying, faxing, scanning, word processing, Excel spreadsheets and file maintenance.
- I was able to effectively support the Senior Brokers that I worked for and to prevent any potential error in underwriting submissions, Invoicing, or any other processing that was involved in the renewal process.
- Skills Used Strong analytical skills, a great deal of attention to detail and managing my time effectively in order to complete all tasks by deadlines..
- This is Dummy Description data, Replace with job description relevant to your current role.

## Education

High School Diploma in Fashion Marketing - (General Douglas Mac Arthur High School - Levittown, NY)