

Account Administrator Account Administrator St. Louis, MO Authorized to work in the US for any employer Work Experience Account Administrator Risk Consulting Partners - Clayton, MO January 2019 to Present Issue Certificates of Insurance and Evidence of Property Insurance to Various Holders Request Insurance Policies and Loss Runs from our different Insurance Carriers Validate Policies and Endorsements to verify they meet the insured s needs Personal Lines Underwriter Auto Owners Insurance - Columbia, MO May 2017 to December 2018 Effectively communicated with independent agents and other employees through verbal and/or written means Analyzed loss experience and physical characteristics of risks Learned various insurance products, coverages, endorsements, and forms to make underwriting decisions Helped the Missouri branch lead the company in growth while remaining profitable Intern Missouri Department of Insurance - Jefferson City, MO May 2016 to July 2016 Researched healthcare coverage of approximately 180 policies on transgender reassignment surgery and created template to store findings Analyzed captive insurance statutes of 25 states to suggest improvements to Missouri's Captive Insurance Board Streamlined process for analyzing Medicare Assumptions Resolve Physician Agency / Database and Marketing Intern Columbia, MO September 2015 to May 2016 Daily quality assurance of Tableau Database that contained over 100,000 contacts Independently worked on projects that streamlined hiring process of clients Research job openings that met the client's specifications and qualifications Education Bachelor's in Business Administration emphasized in Finance and Risk Management University of Missouri August 2013 to May 2017 Certifications/Licenses Associate of General Insurance March 2018 to Present

Name: Mr. Gregory Hansen MD

Email: kimbean@example.org

Phone: +1-723-773-7125