

Brett Scottini

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Education

California State University, Fullerton

Bachelor of Arts in Communications, May 2011

The Institutes

Associate in General Insurance, May 2015

Chartered Property Casualty Underwriter, Expected Completion: 2018

Experience

Automobile Club of Southern California: *Sr. Underwriting Analyst, September 2015 to Present*

- Act as liaison between Underwriting and Information Systems
- Provide requirements for Underwriting system changes
- Perform User Acceptance and Regression testing
- Create procedures for newly-implemented processes
- Manage bug fixes and clean-ups
- Maintain Top Five Bugs for all business units

Automobile Club of Southern California: *Underwriter, May 2013 to September 2015*

- Provide exceptional customer service
- Underwrite insurance new business applications to decide coverage
- Scrutinize inspection photos to determine risk acceptability
- Analyze in-force policies for renewal
- Generate customer correspondence

Peterson Brothers Construction: *Lead Estimator, October 2004 to October 2006*

Commercial Estimator, November 2011 to May 2013

- Manage three estimators
 - Balance and delegate work-load
 - Review proposals for accuracy and completeness
 - Provide performance input
- Analyze commercial and residential building blue prints
- Budget and price concrete items
- Create proposals for general contractors and home-builders (\$10,000 - \$5,000,000)
- Maintain client interaction
- Manage projects from bid through project completion
- Review contract documents

Performance Concrete: *Commercial Estimator, October 2006 to October 2010*

- Analyze commercial building blue prints
- Budget and price concrete items
- Create proposals for general contractors (\$7,500 - \$5,000,000)
- Maintain client relations
- Secure new accounts

Additional Skills

- Excellent customer service skills
- Exceptional communication skills
- Four years of Spanish
- Knowledgeable in all aspects of business writing including: routine, goodwill, bad news, reports, internet research, and persuasive memos and letters