**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 as 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 - $5,000,0000)
* 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