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## **EXPERIENCE**

**01/04 – 12/09**

### **XL REINSURANCE AMERICA, INC.**

Responsibilities include, clearing new and renewal submissions, reviewing renewal accounts for claims and past due balances. Entering pricing information, terms and conditions into Destiny. Processing binders and certificates, following for policies. Duties also included, tracking payments that were 90 days past due. Processed the monthly BBNI report and ERC report. Training new employees and assisting with rating and system problems and answering system related questions and manual input questions.

**1/02 – 12/03**

### **ROYAL & SUNALLIANCE INC.**

Prepared underwriting files for renewals and setting up new accounts. Following up for financial and loss information, receiving endorsement from the agents. Clearing new and renewal submissions, gathering necessary information.

**01/00 – 01/02**

### **SAFECO INSURANCE COMPANY**

Reviewed and rated renewal commercial package policies whose coverage's include Property, Auto, General Liability, Workers Compensation, Boiler & Machinery, Crime and Inland Marine. Processing various transactions including new business quotes, issues, renewals and endorsements. Assisting agencies with various rating system issues.

**06/88 – 12/99**

### **ALLSTATE INSURANCE COMPANY CONTROLLER DEPARTMENT**

Processing payments for various bills for the New England Regional Office, Prepared the monthly accruals, assisted with the annual budget. Duties also included processing agency expense reports review and analyze account information.

### **UNDERWRITING DEPARTMENT**

Processing quotes for Personal Auto, Homeowners, and Umbrella policies.

**05/87 – 6/88**

### **Dr. Robert L. Fritz (Chiropractor)**

Medical Assistant, updating patient information, requesting x-rays and medical Reports from the laboratory. Performing physical therapy treatments.

**10/86 – 5/87**

### **Hartford OBGYN**

Medical Assistant, updating patient information, taking blood pressure and Hematocrit. Assisting the doctor with minor in office procedures, requesting Laboratory test results. Scheduling Caesarian sections at Hartford Hospital. Responsibilities include managing a satellite office in Glastonbury CT.

**EDUCATION:** Briarwood College – Associate Degree in Medical Assisting

**REFERENCES:** Available upon request.