



Michael ANDERSON

UNDERWRITER

Dedicated Life Underwriter with a strong commitment to delivering exceptional client service through meticulous risk assessment and underwriting practices. Experienced in collaborating with insurance agents and clients to tailor insurance solutions that meet specific needs while ensuring compliance with industry regulations. Proficient in using underwriting software to enhance efficiency and accuracy in processing applications.

CONTACT

- 📞 (555) 234-5678
- ✉️ michael.anderson@email.com
- 🌐 www.michaelanderson.com
- 📍 San Francisco, CA

SKILLS

- Client Service
- Risk Assessment
- Underwriting Software
- Communication
- Team Collaboration
- Research

LANGUAGES

- English
- Spanish
- French

EDUCATION

**BACHELOR OF ARTS IN BUSINESS
ADMINISTRATION, UNIVERSITY OF
CALIFORNIA**

ACHIEVEMENTS

- Improved application processing time by 15% through streamlined procedures.
- Received commendation for outstanding client service from management.
- Contributed to a 10% increase in client retention through effective communication.

WORK EXPERIENCE

UNDERWRITER

LifeGuard Insurance

2020 - 2025

- Evaluated life insurance applications, focusing on risk factors and client profiles.
- Communicated effectively with clients to gather necessary documentation and clarify details.
- Utilized underwriting software to assess risks and expedite application processing.
- Collaborated with agents to create tailored insurance packages that meet client needs.
- Maintained thorough records of underwriting decisions and client interactions.
- Participated in continuous training to stay updated on industry standards and practices.

ASSISTANT UNDERWRITER

Guardian Life

2015 - 2020

- Supported senior underwriters in evaluating insurance applications and assessing risks.
- Collected and analyzed client data to assist in the underwriting process.
- Maintained organization of files and documentation for audits and reviews.
- Engaged with clients to provide updates on application status and answer questions.
- Conducted research on industry trends to inform underwriting decisions.
- Assisted in the development of training materials for new staff members.