



 (555) 234-5678

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 San Francisco, CA

 www.michaelanderson.com

SKILLS

- property insurance
- risk assessment
- client service
- compliance
- documentation
- analytical thinking

EDUCATION

**BACHELOR OF ARTS IN BUSINESS
MANAGEMENT - UNIVERSITY OF
MICHIGAN, 2016**

LANGUAGE

- English
- Spanish
- German

ACHIEVEMENTS

- Improved underwriting accuracy by implementing new review processes.
- Recognized for outstanding customer service by receiving client commendations.
- Contributed to a project that enhanced the efficiency of policy processing.

Michael Anderson

PROPERTY UNDERWRITER

Dedicated underwriter with a strong background in property and casualty insurance, specializing in residential and commercial properties. Recognized for a meticulous approach to risk assessment and a commitment to ensuring accurate underwriting processes. Possesses a comprehensive understanding of market dynamics and regulatory requirements that influence the property insurance landscape. Known for delivering exceptional customer service and building lasting relationships with clients.

EXPERIENCE

PROPERTY UNDERWRITER

HomeSafe Insurance

2016 - Present

- Assessed property insurance applications for residential and commercial properties.
- Developed underwriting standards to ensure compliance with regulations.
- Utilized risk modeling tools to evaluate potential losses.
- Engaged in client consultations to clarify coverage needs and options.
- Maintained accurate documentation of underwriting decisions.
- Collaborated with claims handlers to ensure smooth processing of claims.

UNDERWRITING ASSISTANT

SafeGuard Insurance

2014 - 2016

- Supported underwriters in the evaluation of insurance applications.
- Conducted preliminary risk assessments and gathered necessary documentation.
- Maintained records of underwriting activities and client communications.
- Participated in training on underwriting best practices and compliance.
- Assisted in the preparation of reports for management review.
- Engaged with clients to address inquiries regarding policy details.