**First Name Last name**

**City, ST XXXXX**

**Phone | Email | Linkedin Profile Address**

**Objective**To pursue a full-time Underwriter or Broker position within the Risk Management and Insurance Industry, or

To perform a Fall 2018 part-time Internship in the Risk Management and Insurance Industry

**Summary of Qualifications**

* Bachelor of Science, Business Administration with an emphasis in Risk Management and Insurance; relevant coursework includes Cyber Risk Management, Risk Management Careers, Accounting, Organizational Leadership, and Global Risk Management (Excess and Surplus Lines with study in London)
* Four years of experience in the hospitality industry working with a diverse clientele; leadership and staff training experience; additional experience with inventory, stocking, credit card accounting, and cash management
* Excellent client-facing experience in fast-paced and demanding environments; successful record of client satisfaction
* Computer skills include Microsoft Office Suite, MS Access, MS Excel (with statistical analysis extensions), and DecisionPoint; Social Media experience includes: Facebook, Twitter, and Instagram

**Education**

**University of Colorado Denver, Business School, Denver, CO**

Bachelor of Science, Business Administration, Finance, Emphasis in Risk Management and Insurance; Expected graduation Fall 20XX; 3.5 GPA

**Professional Experience**

**Company, City, State,** Month 20XX – Present

**Title**

* Responsible for General Liability and Specialty insurance coverages and DecisionPoint, the online quoting tool for agents
* Present DecisionPoint to agents and provide training on how to write new business with this system while promoting the advantages of utilizing the system; report findings on trends to help tailor future training on DecisionPoint

**Company, City, State,** Month 20XX – Month 20XX

**Title**

* Managed the bar top and was responsible for opening and closing duties that included stocking, inventory, and receipt reconciliation; trained all new hires and communicated all organizational standards of conduct
* Part of an eight-person team that achieved from $8K – $10K sales per night for a small neighborhood restaurant
* Resolved customer complaints while providing exceptional customer service and maintaining a successful record of client satisfaction

**Company, City, State,** Month 20XX – Month 20XX

**Title**

* Consolidated and maintained a 10,000-person Excel customer database
* Developed and sent surveys to customers on a semi-annual basis; increased participation from 5% to over 15% during tenure due to modifying survey length and email content

**RMI Involvement And Community Service**

Face-to-Face Selling Seminar, Tim Perenti; Sponsored by TCCO, 2017

Gamma Iota Sigma (GIS), Beta Mu Chapter, Treasurer and Social Media Director, Month 2017 – Present

Colorado Chartered Property & Casualty Society (CPCU), Member, Month 2017 – Present

Rocky Mountain Risk Insurance Management Society (RIMS), Member, Month 2017 – Present

Denver Rescue Mission, Volunteer, Month 2011 – Present