

**FIRST NAME LAST NAME**  
**City, ST XXXXX**  
**Phone | Email [hyperlinked] | LinkedIn Profile Address [hyperlinked]**

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**OBJECTIVE**

To pursue a full-time Underwriter or Broker position within the Risk Management and Insurance Industry, or  
To perform a Fall 2020 part-time Internship in the Risk Management and Insurance Industry

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**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
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**EDUCATION**

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

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

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**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
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**RMI INVOLVEMENT AND COMMUNITY SERVICE**

Face-to-Face Selling Seminar, Tim Perenti; Sponsored by TCCO, 20XX

Gamma Iota Sigma (GIS), Beta Mu Chapter, Treasurer and Social Media Director, Month 20XX – Present

Colorado Chartered Property & Casualty Society (CPCU), Member, Month 20XX – Present

Rocky Mountain Risk Insurance Management Society (RIMS), Member, Month 20XX – Present

Denver Rescue Mission, Volunteer, Month 20XX – Present