

Gaila Mantey

Underwriting Assistant

Profile

Results-driven Underwriting Assistant with 1 year of experience in the insurance industry. Proficient in conducting risk assessments, analyzing policy applications, and providing administrative support to underwriters. Strong attention to detail, excellent organizational skills, and a proven track record of meeting deadlines. Adept at maintaining positive relationships with clients and colleagues, committed to contributing to the overall success of the team.

Employment History

Underwriting Assistant at Berkshire Hathaway Homestate Companies, NE

May 2023 - Present

- Successfully processed and issued 150+ commercial insurance policies within the first year of employment, ensuring accuracy and timely delivery to clients and agents, contributing to a 10% increase in new business for the company.
- Implemented a new underwriting documentation system that reduced processing time by 20%, allowing for faster response times to agents and increasing overall team efficiency.
- Assisted in training and onboarding three new Underwriting Assistants, leading to increased productivity and a 15% reduction in errors within their first six months of employment.

Junior Underwriting Assistant at Great American Insurance Group, NE

Aug 2022 - Apr 2023

- Successfully processed and issued over 250 new insurance policies within the first year of joining Great American Insurance Group, NE, resulting in a 20% increase in new business for the company.
- Streamlined the underwriting process by implementing an automated document management system, reducing the time spent on manual document handling by 30% and increasing overall efficiency in the underwriting department.
- Assisted in retaining 95% of existing clients through timely and accurate policy renewals, endorsements, and cancellations, contributing to a 10% growth in annual revenue for the company.

Education

Associate of Applied Science in Insurance and Risk Management at Southeast Community College, Lincoln, NE

Sep 2017 - May 2022

Relevant Coursework: Risk Analysis, Insurance Principles, Business Law, Ethics in Insurance, Property and Casualty Insurance, Life and Health Insurance, Insurance Claims Management, and Financial Planning.

Certificates

Details

gaila.mantey@gmail.com

(452) 915-8400

123 Main St, Omaha, NE 68102

Links

[linkedin.com/in/gailamantey](https://www.linkedin.com/in/gailamantey)

Skills

Risk assessment

Data analysis

Policy review

Microsoft Excel

Communication

Attention to detail

Time management

Languages

English

Spanish

Hobbies

Collecting vintage memorabilia

Gardening and landscaping

Painting and sketching