Christain Zachary Reyes

4080 Evans Drive **zreyes25@gmail.com**
Boulder, CO 80303 **720-280-9877**

Overview Have over 10 years in a fast-paced Insurance Company setting.

Summary of Skills

* Manage $90M in Renewal accounts
- Extensive experience in navigating Insurance Company's Website, Storage Website, Modeling Risk Website, ICAT Admin, Boulder Claims website, Inspections Website, Outlook, and other ICAT systems
- Spreadsheet creation and navigation for modeling accounts
- Knowledge of ICAT's procedures and guidelines
- Managed customer service with Producers
- Knowledge of Inspections and construction quality issues

Experience Production Support Coordinator 12/08 - 8/13
ICAT Managers

* Manage a monthly portfolio of Renewal Accounts
- Modeling Accounts
- Non-renewal and Conditional renewal Issuance
- Premium Finance Cancellations and Reinstatements
- Inspection Reviews

Underwriting Service Manager 6/06 - 12/08
ICAT Managers

- Developed and Maintained Producer Relationships
- Provides underwriting support and customer services for business units
- Responsible for new and renewal premium goals
- Know, understand, and effectively communicate ICAT's product, business goals and needs

Policy Administrative Coordinator 5/04 - 6/06
ICAT Managers

- Inspection Processing
- Managing Gulf Coast Inbox
- Claims Back up

Regional Underwriting Processing Assistant 11/02 - 5/04
ICAT Managers

- Maintaining Regional Folders
- Processing Mail
- Reception Backup

Education University of Colorado at Boulder
Environmental Science Degree Graduation August 2002