

MARIO ARCHIE

Objective Seeking a strong and challenging entry level position in the insurance industry that utilizes my skills in insurance, claims adjusting, and loan underwriting.

Summary of qualification:

- Basic knowledge of the insurance policies, procedures and strategies.
- Sound knowledge of the federal, state and local law.
- Exceptionally good communication and demonstration skills.
- Great knowledge of computer programs such as word, power point, excel, etc.

Education **Bachelor of Science in Business Administration in Finance** May 10, 2008
University of North Carolina at Charlotte, Charlotte, North Carolina

Bachelor of Science in Business Administration in Finance December 18, 2010
Concentration: Risk Management and Insurance
University of North Carolina at Charlotte, Charlotte, North Carolina

License **North Carolina Self-Employed Adjuster License** September 11, 2010

Relevant Work Experience **Travelers Claims Intern** October 13, 2010 – November 11, 2010
Travelers Charlotte, NC

- Learned Travelers way of analyzing claims to determine extent of company's liability, approval/denial decisions, and negotiation of settlements with claimants in accordance with policy provisions.
- Shadowed claims adjusters during first- and third-party auto insurance claims.
- Accompanied an Auto Adjuster and Property Adjuster in the field to investigate auto and property claims to determine cause and extent of damages.
- Developed a strong understanding of insurance policies and legal issues through completion of multi-week claims training.

Experience **Merchandiser** June 2007 - Present
Coca-Cola Bottling Co. Consolidated Charlotte, North Carolina

- Filling, merchandising and rotating product on displays and shelves according to CCBCC procedures and special programs.
- Provide excellent customer service to store personnel.
- Help achieve marketing and merchandising objectives in assigned accounts.
- Maintain positive relationships with account personnel and provide superior customer service to all accounts serviced.
- Perform job duties with minimal supervision on a timely basis.

Certificates **Introduction to Underwriting** August 2, 2009
Understanding Credit May 14, 2009
Central Piedmont Community College Charlotte, North Carolina

Activities CPCU Shadow Day (Liberty Mutual Insurance Co.) October 8, 2010
IIABA Legislative Conference (Washington, DC) March 3-5, 2010
CPCU Shadow Day (Broadspire Insurance Co.) February 16, 2010
Risk and Insurance Management Society member January 11, 2010 - Present
Habitat for Humanity Volunteer November 14, 2009
CPCU Shadow Day (Auto Owners Insurance Co.) October 8, 2009
Gamma Iota Sigma member September 2009 – Present

Computer Skills Microsoft Outlook, Microsoft Great Plains, Microsoft Excel, Microsoft Word, Microsoft Access, Peachtree Computerize Accounting Software 2008