Owen Fitzgerald

Underwriting Intern

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SUMMARY

Finance student at the University of Connecticut seeking an underwriting internship, with 1 year of part-time work at a commercial insurance agency. Gathers applicant data for risk assessment, builds loss summaries in Microsoft Excel and writes clear account notes in Microsoft Word with strong attention to detail.

EXPERIENCE

Insurance Agency Assistant (part-time)

09/2025 - Present

Charter Oak Insurance Partners — Hartford, CT

Independent agency placing commercial property and liability coverage for 900 small businesses.

- Compile renewal submissions for **35** commercial accounts a month, pulling loss runs, payroll and property data.
- Summarize 5-year loss history in Microsoft Excel so producers can spot accounts with rising claim costs.
- Verify data entry for insurance quoting with 4 carriers, checking each quote against the application for errors.
- Resolve client questions on coverage and certificates by phone and email, closing 90% of requests within 1 business day.

Bank Teller (part-time)

06/2024 - 08/2025

Nutmeg State Credit Union — Storrs, CT

Credit union branch serving 6,000 members near campus.

- Processed **120** member transactions per shift and balanced the cash drawer with zero shortages.
- Reviewed 40+ loan applications a month for missing documents and basic financial analysis before lending review.
- Produced PowerPoint slides on new-account trends for the monthly branch meeting.

SKILLS

Risk Assessment

Financial Analysis

Loss Runs

Insurance Quoting

Microsoft Excel

PowerPoint

Microsoft Word

Data Entry

Attention to Detail

Communication Skills

EDUCATION

Bachelor of Science

05/2027

University of Connecticut

Storrs, CT

Finance — GPA: 3.6

CERTIFICATES

Connecticut Property and Casualty Producer License

Connecticut Insurance Department

12/2025