

Ellen A. Springer, CIC  
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**Objective:**

To find a position with a reputable company that will utilize my strengths and offer opportunities of continuous personal and professional growth.

**Experience:**

**Edward C. Brodie Insurance Services, Inc and  
Acordia/Wells Fargo of California Insurance Services, Inc. 2005-present**  
11017 Cobblerock Dr, Ste 100, Rancho Cordova, CA 95670  
Supervisor: Kristi Shockey/Jodie Millino

Account Manager: Commercial Insurance/Coin Op Laundromat program. Job duties include general servicing matters, policy and endorsement checking, certificate issuance, invoicing of policies, endorsements and audits as well as requesting policy binding and various policy changes. Also performed marketing functions for accounts that have been cancelled or non-renewed. Some claims handling/assistance performed when necessary. Edward C. Brodie Insurance Services was acquired by Acordia/Wells Fargo April, 2006. Experience in the Vision/Applied System.

**InterWest Insurance Services, Inc. 2003-2005**  
3636 American River Drive, 2<sup>nd</sup> Floor, Sacramento, CA 95864  
Supervisor: Cecilia Montoya

Client Service Agent: Job duties included general servicing matters, policy and endorsement checking, certificate issuance, invoicing of policies, endorsements and audits as well as requesting policy binding and various policy changes. Also performed marketing functions for various types of clients, both renewal and new. Main experience was Construction/Ready Mix program, and then moved to a department that offered all types of risks. Performed some claims handling/assistance. Experience in a paperless environment utilizing the Applied Computer System.

**Jenkins/Athens Insurance Services, Inc. 1997-2002**  
1765 Challenge Way, Ste #200, Sacramento, CA 95815  
Supervisor: Leslie Magnuson

Started Employment as an Assistant Account Manager with job duties of processing endorsements, invoicing and certificate issuance. Promoted to Account Manager in 2000 handling various types of accounts up to \$700,000 in premium. Type of accounts serviced were restaurants, attorneys, construction and technology risks. Performed some claims handling/assistance. Experience with the Citrix/Applied Computer System.

**Education:**

INS 21, 22 & 23 – Completed 1994  
Licensed Insurance Agent – License obtained 1994  
CIC Designation – Obtained May 2001  
Undergraduate studies completed at Sacramento City College/American River College  
Major: Business Management. Transferred to CSUS Fall 2000  
California State University, Sacramento  
Major: Business Management. Concentration: Finance and Risk Management/Insurance  
Estimated graduation date: Spring 2011  
Gamma Iota Sigma, Alpha Eta Chapter – Actuarial, Risk Management and Insurance Fraternity  
Executive Administrator 2009-10  
President-Elect – 2010-11