

Maureen A. McDonald

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Employment Chronology

Altair Associates, Inc.
Minneapolis, MN

August, 2011 / Present

Senior Underwriting Analyst

- Senior Underwriting Analyst for an insurance and reinsurance services firm.

MMIC Insurance Inc.
Edina, MN

January, 2007 / July, 2011

Senior Underwriting Analyst

- Drafted and updated Underwriting Department Guidelines.
- Prepared and implemented all insurance department filings to maintain compliance with all state regulations
- Market research of competitors including forms and rates competitive intelligence.
- Training of staff on new products and underwriting issues.
- Tracked compliance and coordinated Underwriting Department Audits
- Developed policy language and rating for unique situations.
- Updated insuring agreements and endorsements including the physician, hospital and facility forms.
- Updated underwriting, rating and rules manuals to maintain compliance with state regulations.
- Successfully prepared filings so business could be written in new states.
- Successfully implemented filings for all new products.

MMIC Insurance
Minneapolis, MN

April, 2006 / December, 2006

Contractor

- Worked on a variety of projects including updated policy language, underwriting guidelines and training of staff.

Travelers (St. Paul Companies)
St. Paul, MN

January, 2003 / March 2006

Underwriting Manager – Health Care Runoff

- Managed the Healthcare Bridge Team successfully non-renewing all accounts per the exit strategy. Responded to all outside inquiries regarding the Health Care Exit

including consumer complaints, inquiries from regulators and other outside parties. Successfully resolved more than 100 consumer complaints in 2002.

St. Paul Companies
St. Paul, MN

October, 1999 / December, 2002

Senior Underwriting Analyst – Health Care

- Was an active member of the team that completed the successful integration of The St. Paul Company acquisition of MMI Insurance Company, including: staffing, training, policy conversion, and system conversions.
- Drafted and updated underwriting guidelines.
- Performed Underwriting Audits.

Travelers (St. Paul Companies)
St. Paul, MN

January, 1991 / October, 1999

Senior Regional Account Manager
Medical Services Large Accounts

- Managed the marketing and underwriting of Health Care Large Accounts.
- Co-chair of the Medical Services Communication / Education Committee
- Chairman's Award (1990)

St. Paul Companies – Medical Services Division

June, 1985 / January 1991

Casualty Underwriting Manager

- Handled over authority authorizations and created underwriting guidelines
- Instructed underwriters and performed underwriting audits
- Updated and wrote new policy language

St. Paul Companies
St. Paul, MN

January, 1977 / June, 1982

Casualty Underwriter Trainer / Underwriter / Senior Underwriter

- Underwriter for general liability, automobile and workers' compensation.

Educational Qualifications

Bachelor of Applied Studies, University of Minnesota - Minneapolis, MN

Professional Involvement

- Member of CPCU Society
- Member of PLUS
- PIAA Underwriting Workshop, 2007 through 2010
- Improving Employee Performance

- Sales Training Seminar
- Lessons In Leadership Seminar
- Core Management Program
- Practical Supervision
- Relationship Selling
- Customer Service Training
- Received Hugh Derham Award, September, 2010. The Hugh Derham Award is given in recognition of loyal service to Cretin-Derham Hall High School through work aimed at bettering the school, its objectives and ideals.