

Andre Roundtree

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andrerroundtree.com

An organized and creative professional with proven leadership skills and a desire to learn. Possessing 8+ years of experience working for a diverse group of organizations and clients. Exceptional written and oral communication skills. Looking to utilize existing skill sets to increase company profitability.

WORK EXPERIENCE

ViperSeed Technologies, LLC - Founder

January 2026 - Present

- Founded a professional web design business focused on creating modern websites for professionals and small businesses using WordPress and Elementor.
- Design, develop, host, and maintain responsive websites that emphasize clean design, usability, performance, and mobile compatibility.
- Configure domains, hosting, business email, SSL certificates, contact forms, and ongoing website maintenance to provide complete website solutions.
- Create original branding assets, website content, and visual layouts while managing business operations, client communication, and digital marketing.

Ledgebrook, Los Angeles, CA - Underwriter Assistant

October 2025 - January 2026

- Manage shared UA mailbox in which assignments are tagged and tasked accordingly- which maintains efficient submission speeds.
- Rate submissions in order to streamline quoting process, leading to quick and efficient turn around times
- Firm and present quotes to Underwriters who in turn trust that quote is correctly rated and ready to bind.
- Bind quotes, ensuring correct premiums, dates, etc. - providing excellent post-bind customer service, reaffirming company integrity.

Burns & Wilcox, San Francisco, CA - Associate Underwriter

March 2023 - October 2025

- Assist producer in managing sizable book of business with the goal of providing excellent customer service and establishing lasting relationships.
- Assist in quoting new business as well as renewals, endorsements, cancellations, etc.
- Experience in quoting in an array of portals, including Westchester, nationwide, Northfield, James River, Markel, and Ategrity.
- Daily communications with agents and underwriting with the goal of placing risks with the right carrier.

Enterprise Rent a Car, San Francisco, CA - Management Trainee

July 2022 - March 2023

- Assist in running a multimillion dollar branch with the goal of increasing revenue and growth.
- Increasing profit while decreasing loss by using proprietary profit formulas.
- Distinguishing between direct cost and controllable direct cost in an effort to lower overhead and increase net operating profit.
- Embody excellent customer service, which in turn increases customer base, customer loyalty, frequency of rentals, and recurring rentals

SKILLS

- ❖ Exceptional oral and written communication skills.
- ❖ Proven leadership skills
- ❖ Ability to increase profit
- ❖ Deductive problem solving
- ❖ Rational and analytical thought process
- ❖ Proficient in Adobe Premiere and Illustrator
- ❖ Versed in all office software (document editing, spreadsheets, slide show presentations etc.) across multiple platforms

Education:

-Bachelors in Arts -
*Communication Studies-
Public communication and
media*
California State University,
Stanislaus, Turlock, CA - 2022

Certifications:

*Microsoft Certified: Azure AI
Fundamentals (AI-900)*
Microsoft | July 2026

Professional Website:
andrerroundtree.com