

# Andre Roundtree

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andrerroundtree.com

Commercial insurance professional with 3 years of experience in the E&S market, including Associate Underwriter experience supporting commercial property accounts. Experienced in broker communication, submission review, quoting, endorsements, renewals, and policy servicing. Strong communicator with a demonstrated ability to evaluate information, solve problems, and manage underwriting workflows in fast-paced environments.

## WORK EXPERIENCE

### **ViperSeed Technologies, LLC - Founding Consultant**

October 2025 - 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.

### **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 through multiple carrier portals, including Westchester, Nationwide, Northfield, James River, Markel, and Ategrity.
- Daily communication with agents and underwriters with the goal of placing risks with the appropriate 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.
- ❖ E&S / Specialty Insurance
- ❖ Broker & Agent Communication
- ❖ Underwriting Support
- ❖ Risk Analysis
- ❖ Policy Servicing
- ❖ Submission Review
- ❖ Quoting & Rating
- ❖ Renewals & Endorsements
- ❖ Commercial Property
- ❖ Microsoft Office & Excel

## Education:

*California State University, Stanislaus -  
Bachelor of Arts in  
Communication Studies -  
Public Communication and  
Media | 2022*

*Boston University -  
Master of Science in  
Enterprise Risk Management  
Incoming Graduate Student -  
January 2027*

## Certifications:

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

*Professional Website:  
[andrerroundtree.com](http://andrerroundtree.com)*