



JORDAN MITCHELL ✦

Commercial Insurance Broker | Development Underwriter | Amateur Developer

Evesham, Worcestershire | Website: <https://jordan-mitchell.co.uk>

WORK EXPERIENCE

LOCKTON LLP

Account Executive (Recruitment) | July 15th 2024 till Present

An experienced account executive specifically for the recruitment sector, utilising my vast experience within the sector spanning 15+ years. Having access to our in-house facility from a leading Lloyd's insurer and access to the limited market, I facilitate the insurance requirements of the staffing sector, whether newly established or well-established, turning over 100's of millions in revenue.

Cover specialisms remain wide reaching, encompassing all commercial insurance lines, including but not limited to;

- ✓ Liability insurance, including Employers and Public Liability but inclusive of the various optional extensions namely Drivers Negligence Insurance, Plant Operators cover & Fidelity Bonding
- ✓ Professional Indemnity including options for Vicarious Liability insurance and Fidelity coverage
- ✓ Office Material Damage and Business Interruption coverage
- ✓ Cyber Liability insurances
- ✓ Management Liability insurances and various sub-sections
- ✓ Personal Accident cover
- ✓ Motor Fleet insurances
- ✓ Legal expenses cover

JETSOMS LTD

Director | July 1st 2022 to July 1st 2024

Director at Jetsoms Ltd, a niche commercial insurance broker utilising my past experience insuring the staffing sector in both a broking and underwriting capacity. Dealing with clients for all stages of their insurance purchasing from new business, through to adjustments, claims and renewals. Proud to in my time, retain 100% of clients and being rated 5* from all reviewee's and having also, won multiple awards and doubled year-on-year.

Unfortunately due to family health concerns, it was agreed that I would sell the business and take up full-time employment in order to provide stability for the family.

KINGSBRIDGE RISK SOLUTIONS LTD

Senior Development Underwriter | December 2021 to June 28th 2022

Following on from my previous role as Development Underwriter, my role was to help drive new business, sourcing new avenues to drive income and achieving growth targets whilst also help maintain sizeable clientele utilising my vast experience acquired over the years. My prior role ended, merely because I was meant to be working my notice however – due to personal circumstances, I had to rescind my notice. Due to previously working my notice, my role was subsequently filled therefore, taking the Senior Development Underwriter role.

I was also tasked with, as part of the Sr Dev role, implementing the product that we had, into Scheme Serve, providing a full-fledged quote and buy facility, available to both retail direct clients as well as wholesale brokers.

Manager, Recruitment and Umbrella Insurance | May 13th 2021 to December 2021

Responsibility for maintaining a profitable well performing facility, catered specifically for Recruitment and Employment Agencies, Umbrella and Payroll companies. I was responsible for a team of two additional staff and circa 600 clients ranging from premium sizes of £400 p/annum to £250k.

In my time I have grown the account by 33.6% whilst also working with clients to reduce claims which has followed through to the quarterly reports issued by insurers showing a reduction in notifications and claims paid.

Whilst in this position I have implemented the introduction of wholesale to the facility, utilising some key partners that I have a good relationship with.

Other responsibilities include:

- Budget
- Forecasting
- Insurer Bordereau's
- Insurer quarterly reviews
- Arranging exhibitions and aligning marketing strategies
- Underwriting with maximum permissible authority
- Liaising with clients including VIP and brokers
- Interviewing new staff
- Policy wording amendments
- Weekly new business and renewal reports
- Weekly new business and renewal meetings
- Monthly managers meetings
- Controlling staff holidays'
- Bad debt reporting
- Monthly reviews with staff for personal development
- Staff appraisals and objective setting
- New Business and Renewal Bonus Structure implementation
- Broker TOBA wording and REG utilisation
- Staff underwriting authority recommendations to insurers

Along with typical day-to-day underwriting duties, speaking with clients and brokers facilitating their insurance requirements from all walks of life.

Development Underwriter | June 1st 2020 to May 13th 2021

A well-established specialist of circa 10 years in providing business insurance to recruitment and staff selection companies within the UK Recruitment Market, including Payroll and Umbrella Companies incorporating Liabilities - including Drivers Negligence, Professional Indemnity including Vicarious Liability, Office cover, Fidelity Bonding, Directors and Officers, Cyber Liability, Legal Expenses and Medical Malpractice.

Helping drive new business primarily, sourcing new avenues to drive income and achieving growth targets whilst also help maintain sizeable clientele utilising my

vast experience acquired over the years.

Having worked with the company for several months, I noticed a rather significant flaw with the systems used so far as concerning rating and policy documentation generation. With this, in my own personal time I build a system in which by input details, will rate up for you based on the values input and generate all policy documentation required to be issued. Upon a click of a button, these documents are then PDF'd for you ready to send. This system has been perfected over time, now currently on its 9th version with small tweaks for perfection here and there. The system will also pre-populate 95% of the bordereau to ease some of the administrative burden.

I also developed a CRM system to monitor and track existing renewal cases, as well as new business enabling clear sighted on available opportunities, premium and income. With this, I can project where we will end come month end and year, enabling sight of what is available to us versus budgets / targets set.

AQMEN UNDERWRITING

Development Underwriter | January 1st 2019 to May 31st 2020

A proven specialist in providing business insurance to recruitment and staff selection companies within the UK recruitment market incorporating Liabilities – including Drivers Negligence, Professional Indemnity including Vicarious Liability, Office cover, Directors and Officers and Medical Malpractice to name a few.

Maintaining existing relationships both new and existing with supporting brokers, having built relationships with them for close to 10 years helping grow their accounts, and the profitability of the facilities aQmen have, via MS Amlin and Aviva.

THISTLE INSURANCE SERVICES LTD (FORMERLY JARDINE LLOYD THOMPSON, NOW PIB INSURANCE BROKERS)

Commercial Account Handler | January 10th 2011 to 31st December 2018

My role and day-to-day activities, were in the majority office based and consisted of inbound, and also outbound calls. Enquiries are in both a retail and wholesale capacity, this equated to approximately a 50/50 split. Primarily, my experience and specialism is in respect of Recruitment and Employment Agencies however, although in the majority has not been my sole trade. I am

comfortable with all forms of commercial insurance portfolios as well as cover types which can consist of the following, also including the Employment Agency aspect;

Employers Liability (Including Contingent & Contractual Liability (Retained & Non-Retained Liability as deemed by contracts), Public Liability (Including Contingent & Contractual Liability (Retained & Non-Retained Liability as deemed by contracts), Products Liability, Drivers Negligence with optional incorrect fuel extension, Fidelity Bonding, Professional Indemnity (Including Vicarious Liability), Fidelity Guarantee, Property Damage All Risks (Including Business Interruption), Business Equipment All Risks, Directors and Officers (Including Employment Practice Liability and Corporate Entity Cover, Legal Expenses, Personal Accident (For both Temporary Placements &/or Directors &/or Senior Partners), as well as medical malpractice, motor fleet, goods in transit, efficacy cover and cyber liability etc.

ENDSLEIGH INSURANCE SERVICES LTD

Insurance consultant / Team engagement Representative | February 2009 till January 2011

Dealing with new business / Renewal customers offering our various products to include on their policies.

Doing this I have received relevant training to meet compliance and have good knowledge of using computers.

Also as an extra to my job role we receive calls of which we pass through to our sister companies to see if we can offer more competitive quotes.

On the team engagement representative side, my role is to take feedback on how the company as a whole can be improved, how to make staff enjoy work, and sit regular meetings with the National Sales Manager to feed this feedback across and ensure these are put into place.

EDUCATION

Brockworth Enterprise School '2000–2005'

Qualifications Gained:

- English
 - Maths
 - Science – Biology
 - Science – Chemistry
 - Geography
 - Physical Education
 - Design & Technology – Graphics
 - French
 - German
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OTHER

- Foundation in Insurance (CII Exam) – will be looking to enrol and further develop with intentions of becoming Cert Cii and then following with the diploma over the coming years when the business grows/expands further.
 - Although not qualified, I am also very fluent with the use of Excel documents and the use of formulas along with word, PowerPoint & Publisher & general computer usage as a whole.
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HOBBIES/ INTERESTS & WHY I SHOULD BE CONSIDERED:

I am a hardworking, punctual and a reliable person. I always aim to push further and make sure all targets set are exceeded. I am very keen to learn and develop my knowledge to its full potential and progress to the fullest extent of my abilities within the current establishment. I work well as part of a team and enjoy helping out and learning new things to progress my knowledge. I would class myself as outgoing and of a bubbly character whom would be enjoyable to work with. As for my hobbies & interests I enjoy socialising and meeting new people, having a generally good time. I am not a huge fan of football but I do enjoy my motorsports ranging from the moto-gp, grand prix, rally & dirt biking.

Outside of work, over the past 6 years or so, I have taken to coding. I have become familiar with many javascript frameworks, inclusive of AstroJS, NextJS, Vue, Node and Express. My website (see above) highlights **some** of the projects

over the years, but there are also many side projects that are not on there. Initially, my focus was very much on frontend only frameworks but recently, have gotten into backend frameworks. A current side project, is an all-encompassing insurance CRM platform with AI integration.

REFERENCES

References are available upon request.