
Appraiser Trainee Resume

Job Objective

To secure a position as Appraiser Trainee with reputable company seeking dedicated and loyal employee.

Highlights of Qualifications:

- Possess general understanding of insurance
 - Strong decision making skills
 - Excellent written, verbal and interpersonal communication skills
 - Strong keyboard and PC skills, with experience in Word and Excel
 - Excellent interpersonal and customer service skills
 - Exceptional ability to convey and receive information effectively
 - Strong ability to work independently
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Professional Experience:

Appraiser Trainee
Lanes Appraisals, Las Vegas, NV
January 2009 – Present

- Took part in on-going business training sessions.
- Provided telephonic conversation support within a day of first report.
- Determined coverage and exposure.
- Maintained quality claim files as per established standards.
- Identified and implemented alternate ways of resolution.

Appraiser Trainee
Frontier Farm Credit, Las Vegas, NV
March 2004 – December 2008

- Investigated field and surveyed real estate property.
 - Verified and documented appraisal records.
 - Measured buildings and drafted building diagrams.
 - Recorded data in appraisal system.
 - Recorded size, shape and landscape.
 - Gathered sales data and reported findings to appraisers.
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Education:

Bachelor's Degree in Business Administration
Fairmont State University, Fairmont, WV

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