
Arbitration Representative Resume

Job Objective

Seeking a challenging position as Arbitration Representative in an organization that will effectively utilize my experience and offers opportunity for career growth.

Highlights of Qualifications:

- Substantial experience of contention writing and arbitration filing activities
 - Extensive knowledge of government subrogation laws and Arbitration Forum rules
 - Commendable knowledge of various types of insurance such as auto insurance
 - Familiarity with evidence analysis and interpretation practices
 - Ability to prepare and submit all arbitrations, correctly and on time
 - Ability to maintain effective working relationships with various insurance companies
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Professional Experience:

Arbitration Representative
Meijer, Inc., Danvers, MA
August 2012 – Present

Responsibilities:

- Compiled, evaluated, and utilized all case related evidence, properly.
 - Created and filed various arbitrations, in a timely manner.
 - Produced and reviewed liability contentions and subrogation files.
 - Handled and responded to query calls from clients and insurance companies, efficiently.
 - Interpreted and complied with Arbitration Forum rules and government subrogation laws.
 - Attended Arbitration Forums hearings and monitored their decision notices.
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Arbitration Representative
USAID, Danvers, MA
May 2009 – July 2012

Responsibilities:

- Collected, analyzed, and interpreted relevant evidence and police reports.
 - Determined and interpreted all applicable government laws and regulations prior to filing arbitrations.
 - Authored and filed proper written contentions and arbitrations, in a timely manner.
 - Handled and followed up on all assigned arbitration cases, in a professional manner.
 - Represented clients at Arbitration hearings and assisted with settlement negotiations.
 - Mentored and supervised all assigned subordinate employees, efficiently.
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Education:

Bachelor's Degree in Law
National-Louis University, Evanston, IL

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