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## Auto Insurance Adjuster Resume

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### Job Objective

Seeking employment as an Auto Insurance Adjuster in a well known organization where I can contribute and grow.

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### Highlights of Qualifications:

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- Wide experience in creating auto damage appraisals
  - Extensive knowledge of insurance contracts and regulations
  - Sound knowledge of automobile constructions
  - Familiarity with investigation techniques
  - Good understanding of vehicle repairs
  - Immense ability to negotiate fair settlements with internal and external parties
  - Outstanding ability to maintain confidentiality of business matters
  - Ability to prepare insurance forms
  - Ability to review repair-cost estimates with automobile-repair shop
  - Ability to estimate parts and labor to repair damage
  - Amazing ability to evaluate complex situations and make good judgments
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### Professional Experience:

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Auto Insurance Adjuster  
Pekin Insurance, San Jose, CA  
August 2007 – Present

- Reviewed claims submitted by insured and claimants.
  - Reviewed police and hospital records for any discrepancies.
  - Interviewed witnesses, agents, insurer and claimants for investigation purposes.
  - Prepared estimates for auto damages.
  - Completed required documentations and logged on claims system.
  - Issued payments on appropriate claims.
  - Attended company training programs to stay updated on claim practices.
  - Maintained expense reports and updated it on a timely basis.
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### Education:

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Bachelor's Degree in Business  
Southwest Florida College, Fort Myers, FL

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