
Claims Clerk Resume

Job Objective

To obtain a Claims Clerk position in a company that will allow me to grow with the company.

Work Experience:

Claims Clerk, May 2004 – Present
GAB Robins North America, Inc., Trumbull, CT

- Examined and processed automotive warranty claims from dealers requesting reimbursement for defective parts, using computerized records system.
- Appraised reports for further action or return incomplete claims to dealers for additional data.
- Ensured perfect order of claim forms and related documents for completeness.
- Demonstrated coordination in contacting insured or other involved persons to obtain missing information.
- Managed to prepare, review and transmit claims for payment or further investigation.

Claims Clerk, March 2002 – April 2004
UNITED SAFETY & CLAIMS INC., Trumbull, CT

- Reviewed claims for completeness, and made sure that expenses do comply with established policies.
 - Administered to organize and work with detailed office or warehouse records, using computers by entering, accessing, searching and retrieval of data.
 - Computed and calculated amount of claim and negotiated to pay small claims.
 - Elicited and administered to apply insurance rating systems and review insurance policy to determine coverage.
 - Incorporated to furnish and obtaining information from insured or designated persons for purpose of settling claim with insurance carriers.
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Summary of Qualifications:

- Ability to understand legal compulsions of claims and execute accordingly
 - Experienced in word processing, business math, and knowledge of basic computing
 - Ability to work with spreadsheets, word processing software, and electronic billing systems
 - Excellent Intra-personal skills and good command in English
 - Excellent verbal and written communication and organizational skills
 - Ability to effectively prioritize and work on multiple tasks
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Education:

Associate Degree in Public Relations, Central Piedmont Community College, Charlotte, NC

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