
Claims Executive Resume

Job Objective

Experienced Claims Executive seeks a new career path where I can put my experience to use for the benefit of the company.

Highlights of Qualifications:

- Thorough knowledge of property and casualty claims practice
 - Comprehensive understanding of legislative and Department of Insurance regulations
 - Huge knowledge of human resources management
 - Deep knowledge of coverage law, legislative and industry-related initiatives and judicial trends
 - Strong organizational skills.
 - Outstanding problem solving and analytical skills
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Professional Experience:

Claims Executive
Cambridge Solutions Ltd., Parker, PA
August 2007 – Present
Overseen claims practices.

- Set goals that supported corporate objectives.
- Ensured compliance with corporate and legal requirements.
- Resolved claims adhering to the policy.
- Provided high level customer service to both internal and external contacts.
- Handled inquiries and complaints regarding the processing and settlement of claims.

Claims Executive
ProLog, Inc., Parker, PA
May 2004- July 2007

- Reviewed and ensured completed insurance claim forms and related documents.
 - Reported missing information and attached information to claim file.
 - Reviewed insurance policy to determine coverage.
 - Checked documentation of claims cases.
 - Provided medical opinions on all sorts of claims.
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Education:

Bachelor's Degree in Business Administration
National Labor College, Silver Spring, MD

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