
Claims Manager Resume

Job Objective

Dedicated Claims Manager looking for an opportunity to work for reputable company where my skills and experience will be of value.

Highlights of Qualifications:

- Exceptional experience in managing claims for all automobile and associate products
 - Outstanding knowledge of ACE coverage and products
 - Sound knowledge of claims management
 - Ability to analyze data and establish all requirements
 - Ability to monitor tools as per quality assurance processes
 - Remarkable communication and negotiation skills
 - Good computer skills
 - Ability to deal with various types of customers in professional environment
 - Ability to identify and resolve all issues
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Professional Experience:

Claims Manager

Harleysville Insurance, Bloomfield, IA

October 2008 – Present

- Administered everyday operations and processed all claims.
- Monitored working of staff and ensured compliance to quality.
- Managed work of all subcontractors according to required quality standards.
- Provided required training to all data entry personnel according to management policies and procedures.
- Participated in all employee performance reviews and assisted hiring appropriate candidates.
- Assisted all staff members to resolve all issues for internal and external customers.

Claims Supervisor

Gaston & Associates, Inc., Bloomfield, IA

August 2003 – September 2008

- Supervised all claim examiners to process claims for one product lines.
- Prepared various reports for claim adjudication for various examiners.
- Provided required actions for various processes.
- Monitored all disability claims and ensured compliance to all audit requirements.
- Reviewed claim files and ensure appropriate coding for all claims.
- Determined all performance development plans.
- Conducted interview with various prospective clients and assisted to hire appropriate personnel.

Claims Specialist

Radian Group Inc., Bloomfield, IA

May 1998 – July 2003

- Ensured confirmation to all claim coverage and provided support to all claims.
 - Performed regular investigation on all third party damages and various loss facts.
 - Coordinated with experts and monitored all assignments and assisted defense counsel with various claim cases.
 - Prepared reports for all reinsurers.
 - Provided facilitation in various reinsurance issues and maintained accountability.
 - Managed all travel arrangements for various conferences and trails.
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Education:

Bachelor's Degree in Business Administration

Amherst College, Amherst, MA

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