
Claims Representative Resume

Job Objective

To secure a position as Claims Representative with established firm in which I can continue to grow and excel in this field for the good of the company.

Highlights of Qualifications:

- Huge experience in claims administration
 - Ability to verify and analyze data used in settling claims
 - Ability to ensure that claims are validity
 - Ability to investigate and report accidental death claims, property protection claims
 - Ability to contact, interview and obtain statements from insured's and claimants
 - Ability to prepare reports on investigation, settlements and denials of claims
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Professional Experience:

Claims Representative
Farmers Insurance, Mountain View CA
November 2006 – Present

- Handled all pending claims from losses that are no longer active in the field.
- Delegated to manage all small losses and even initially handled losses until the deployment team arrived.
- Handled the change over, merging and documents of field files.
- Aided with the claim intake of losses till the operations team has staffed up.
- Managed variables due to the type and extent of the losses

Claims Representative
C&G Consulting, Mountain View CA
February 2001 – October 2006

- Reviewed exposures and suggested files or features to administration.
 - Executed important tasks at various stages of the claims procedure and even accurately documented files and processed claims.
 - Scrutinized to evaluate coverage for claims of minor and analyzed facts of loss and impact on liability.
 - Analyzed and negotiated first call injury settlement claims and processed medical payment bills.
 - Recognized referrals, formulated proper summaries and extended files to subrogation.
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Education:

Bachelor's Degree In Business
John A. Logan College, Carterville, IL

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