
Insurance Claims Administrator Resume

Job Objective

Insurance Claims Administrator with excellent skills and the ability to work independently or as a team member seeking position with well established organization.

Highlights of Qualifications:

- Highly experienced as Insurance Claims Administrator
 - Huge knowledge of Health and Safety practices
 - Deep knowledge of Workplace Safety and Insurance Act
 - Familiarity with Insurance practices
 - Amazing ability of maintaining records
 - Outstanding ability to use computer
 - Superior communication skills
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Professional Experience:

Insurance Claims Administrator

EWEB, Lowell, MA

November 2007 – Present

- Maintained claims and actions.
- Gathered information from various systems.
- Posted initial letters and Claim Forms.
- Handled telephone enquiries and post.
- Regulated claim files and varied duties.

Insurance Claims Administrator

Sedgwick Claims Management Services, Lowell, MA

December 2003 – October 2007

- Managed accident investigation from operations.
 - Coordinated with operations and managed reports.
 - Maintained documents required for slip and fall claim.
 - Collaborated with Insurance Company, adjusters and Compass and Management.
 - Assisted Director of Human Resources.
 - Imparted administrative support and reviewed filed claims.
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Education:

Bachelor's Degree in Business

Kansas State University, Manhattan, KS

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