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## Insurance Claims Investigator Resume

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### Job Objective

Experienced Insurance Claims Investigator searching for the opportunity to enhance my skills while making positive contributions to company.

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### Work Experience:

Insurance Claims Investigator, August 2005 – Present  
Iowa Department of Administrative Services, Wheeling, IL

- Prepared an investigation report by analyzing written reports, contracts and public records.
- Assisted in the development, maintenance and implementation of accident reporting and complaint handling procedures.
- Conducted extensive field investigations of vehicle accidents involving agency vehicles and other accidents.
- Interviewed drivers, witnesses, investigating officers, tow truck operators and others.
- Analyzed accidents to determine cause and responsible party; checks road condition; condition of vehicles involved.

Insurance Claims Investigator, May 2000 – July 2005  
Terrier Claims Service, Wheeling, IL

- Performed full field investigations related to insurance claims, scene investigations, recorded statements.
  - Located for multi-lines of insurance, including worker's compensation and general liability.
  - Reviewed and analyzed of litigation file.
  - Coordinated medical experts and witnesses for trial.
  - Developed and maintained investigative reports.
  - Managed case load and worked efficiently in the field.
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### Summary of Qualifications:

- Vast experience in accident and Insurance claims
  - In-depth knowledge of accident investigation procedures, practices and analysis
  - Exceptional knowledge of the policies, procedures, practices and laws applicable to the insurance claims investigation
  - Familiar with methods of casualty insurance and the auto casualty claims adjustment process
  - Extensive knowledge of the legal provisions concerning the collection and admission of evidence in court
  - Ability to use investigative methods and techniques to specific situations
  - Ability to analyze and record facts clearly and concisely
  - Excellent verbal and written communication skills
  - Proficient with Microsoft Office Applications – MS office, Excel and MS Access
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### Education:

Bachelor's Degree in Business Administration, North Greenville University, Tigerville, SC

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