
Insurance Officer Resume

Job Objective

Looking for a steady position with an organization as an Insurance Officer Prepared to remain long term with the right organization

Highlights of Qualifications:

- Huge supervisory working experience in an Insurance company
 - Solid knowledge of insurance management and procedures.
 - Exceptional knowledge of risk management procedures and policies
 - Strong supervisory and analytical ability.
 - Outstanding ability to operation in a demanding and complex setting.
 - Excellent communicate skill
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Professional Experience:

Insurance Officer
Custard Insurance, Vail, CO
August 2005 – Present

- Managed company's entire insurance activities.
- Managed and supported insurance policy and risk management documentation.
- Performed documentation regarding liability and property claims.
- Managed and supervised company staff to provide customized services to clients.
- Completed all claim applications and initiated payments.
- Resolved all technical and procedural issues in strict compliance with company regulations.

Insurance Officer
RTI Insurance Services, Vail, CO
May 2000 – July 2005

- Managed company's insurance department.
 - Insured company properties either directly with insurance company or through agents.
 - Ensured all losses and damages were correctly recorded and processed for insurance claims.
 - Ensured claims received were properly accounted.'
 - Reviewed existing policies and aligned with latest changes in the market.
 - Trained and supported company staff in terms of risk management and insurance claims.
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Education:

Bachelor's Degree in Insurance
Lee College, Baytown, TX

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