
Property Specialist Resume

Job Objective

Seeking a position as Property Specialist in which my abilities and experience can aid in the growth of the company.

Highlights of Qualifications:

- Experience in checking proper rotation of stocks and expiration checks and managed optimal levels of customer services
 - Operational knowledge of hospital materials and distribution systems
 - Huge knowledge of OHSU systems and medical terminology
 - Immense ability to maintain effective relationships with various employees
 - Outstanding ability to adapt to changing environment and assignments
 - Excellent communication skills in both oral and written forms
 - Skilled to perform basic math for property processes
 - Proficient in managing inventory and required records
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Professional Experience:

Property Specialist
Travelers Insurance, Banner Elk, NC
May 2006 – Present

- Evaluated all applicants and insured equipment of fire and smoke detection for various properties.
- Performed surveys of locations and analyzed for all exposures in environment.
- Assisted in performing tests for various fire protection equipments and maintained reliability of same.
- Reviewed all construction plans and evaluated designs for sprinkler and detection systems.
- Assisted risk control generalists and account executives in providing technical assistance.
- Coordinated with clients and developed ways to reduce or prevent loss.
- Prepared technical documents and bulletins with help of underwriting business partners.
- Trained subordinates in property loss control and participated in associated workshops.

Property Specialist
Westfield Group, Banner Elk, NC
March 2003 – April 2006

- Developed various processes and systems for various underwriters and engineers.
 - Analyzed all scenarios and determined validity for processes.
 - Monitored business trends and managed work of specific occupancy groups.
 - Designed training programs for various corporate sectors.
 - Performed audits on all technical and procedural processes and recommended improvements.
 - Prepared strategies for continuous improvement for underwriting process.
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Education:

Bachelor's Degree in Business
Northwestern Health Sciences University, Bloomington, MN

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