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## Workers Compensation Manager Resume

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### Job Objective

To use my personal relation skills and extensive training to acquire a position as Workers Compensation Manager with a reputable company.

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### Highlights of Qualifications:

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- Huge experience in supervising various litigation and managing Workers Compensation Program
  - Deep knowledge of federal, state and local laws and codes
  - Outstanding knowledge of Workers Compensation Appeal Board
  - Remarkable ability to interpret various regulations and proceedings
  - Exceptional ability to analyze workers compensation plan and make recommendations
  - Skilled to work on various compensation cases for civil laws
  - In-depth knowledge of employment laws, procedures and regulations
  - Excellent skills in medical and technical terminologies
  - Ability to plan, organize, and direct a Worker's Compensation Program
  - Ability to review and approve a variety of insurance and liability claims
  - Ability to maintain records of administrative work
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### Professional Experience:

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Workers Compensation Manager  
Atria Senior Living Group, Orlando, FL  
October 2008 – Present

- Organized and supervised Workers Compensation Program and processed legal documents.
- Developed and ensured compliance to compensation policies and procedures.
- Managed employee injury cases and oversaw all investigation claims for various parties.
- Assisted various departments in preparing budgets and monitoring expenditures and make all settlement claims.
- Participated in all worker compensation hearing and managed third party reimbursement.
- Analyzed inquiries and complaints and assisted in resolving all complaints.
- Prepared staff reports and associated correspondence to be submitted to management.
- Maintained records for all worker compensation claims and related activities.

Workers Compensation Analyst  
Curatius Executive Search Group, Orlando, FL  
August 2003 – September 2008

- Prepared and managed status reports for various claim activities.
- Performed audits on workers compensation claims and ensured compliance to claims service procedures.
- Evaluated accident investigations and recommended resolutions.
- Reviewed worker compensation claims on Risk Management Information System.
- Assisted departments in preparing accurate budget and performed risk management.

Workers Compensation Supervisor  
Sedgwick CMS, Orlando, FL  
May 1998 – July 2003

- Administered daily activities of claims professionals and ensured optimal level of services.
  - Developed local operating processes and implemented same for quality claim services.
  - Managed all operations according to established standards and productivity.
  - Maintained relationships with customers for various programs.
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### Education:

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Bachelor's Degree in Human Resources Management  
Bethel College, North Newton, KS

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