Raymond DeGracia

4466 Sunrise Ct Davis, CA 95618 | (707) 301-8199 | rdegracia7@gmail.com

# Objective

* I am seeking a position where I can use the skills I’ve acquired through personal investment and certification training to help clients by providing technical assistance with efficiency, professionalism and cost effectiveness.

# Professional Experience

## Delivery Driver | amici’s east coast pizzeria | May, 2012 – June 2014

* Delivered orders.
* Maintained restaurant cleanliness.
* Stocked inventory.

## Claims assistant | north bay schools insurance authority | sept, 2014 – June 2017

* Assist the claims adjuster in processing all aspects of their claims.
* Calculate indemnity rates and make payments.
* Send and submit various state forms, correspondence, etc., and respond to employees’ inquiries regarding their claims.
* Subpoena records.
* Prepare settlement documents.

## Claims Examiner | north bay schools insurance authority | July, 2017 – present

* Review, evaluate, and process worker’s compensation claims.
* Make initial contact calls with injured workers, school districts, and medical providers.
* Investigate, analyze, and determine the extent of liability.
* Administer workers’ compensation claim benefits.
* Negotiate settlement of claims with injured workers.

# Education

## Vacaville christian high school – vacaville, CA (2004 -2008)

* High School Diploma

## Solano Community college – Fairfield, CA (2008-2009)

* General Education

## Liberty University - Lynchburg, VA (2010 – 2012)

* Major: Psychology
* Summer Internships for the Food and Drug Administration

# Additional Certifications

* CompTIA A+ certified as of January, 2021
* Self-Insurance Plans certified as of May, 2016