

ROBERT SMITH

Insurance Assistant/Associate

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Work well with others, while also working efficiently on own. Seeking a permanent full-time Secretary/Administrative position that can make into a career with potential growth.

EXPERIENCE

Insurance Assistant/Associate

ABC Corporation - FEBRUARY 2008 - JULY 2008

- Manage attorneys calendar through Legal Files i.e., schedule appointments coordinate depositions and appearances.
- Resolve scheduling conflicts with Attorneys approval.
- Use computer applications to the fullest degree.
- Answer select telephone inquiries based on knowledge of the case.
- Respond to written or telephone inquiries with a standard letter.
- Establish maintains, and when necessary, revises attorneys files.
- Perform additional duties as requested such as Arranges medical exams; Maintain lists of witnesses, Subpoenas, fees, etc.

Insurance Assistant

ABC Corporation - 2006 - 2008

- Maintained accurate financial records and mailed out checks on time.
- Provided customers/clients with desired information in a timely manner.
- Listened, calmed and assisted customers with concerns.
- Prepared reports and spreadsheets using Microsoft Excel and Word.
- Answered phones and took accurate messages.
- Organized work with office/warehouse records using computers to enter access, search and retrieve data.
- This is Dummy Description data, Replace with job description relevant to your current role.

EDUCATION

- High school or equivalent in General Education - (Mira Monte High School - Mission Viejo, CA)

SKILLS

Secretarial, Administrative, Customer Service.

