

Insurance Assistant

ROBERT SMITH

Phone: (123) 456 78 99
Email: info@qwikresume.com
Website: www.qwikresume.com
LinkedIn:
[linkedin.com/qwikresume](https://www.linkedin.com/qwikresume)
Address: 1737 Marshville Road,
Alabama.

Objective

Lots of experience in many fields of work. Never late always on time. If given this experience to work.

Skills

Have A Lot Of Medical.

Work Experience

Insurance Assistant

ABC Corporation - May 1996 - July 1999

- Oversee activities directly related to making products or providing services.
- Direct and coordinate activities of businesses or departments concerned with the production, pricing, sales, or distribution of products.
- Review financial statements, sales and activity reports, and other performance data to measure productivity and goal achievement and to determine areas needing cost reduction and program improvement.
- Manage staff, preparing work schedules and assigning specific duties.
- Establish and implement departmental policies, goals, objectives, and procedures, conferring with board members, organization officials, and staff members as necessary.
- Determine goods and services to be sold, and set prices and credit terms, based on forecasts of customer demand.
- Monitor businesses and agencies to ensure that they efficiently and effectively provide needed services while staying within budgetary limits.

Insurance Assistant

ABC Corporation - 1991 - 1996

- Was previously employed within the Personal Claims business unit of Liberty Mutual Insurance, a Fortune 100 Company.
- My day to day duties varied based on business needs.
- This position required great flexibility in being able to handle various administrative duties.
- Assisted with anything meeting management within my team, to state specific DMV forms and requests.
- Gained a lot of experience with federal regulations here as well, by working with subpoenas and surcharges.
- Was also the sole point of contact for recreating claims from a system that Liberty migrated from, and requesting documents from archives.
- Also routed calls to the correct individuals..

Education

MEDICAL ASSISTING - (HARRISON SCHOOL OF TECHNOLOGY - Scranton, PA)