

Robert Smith

Insurance Assistant III

PERSONAL STATEMENT

Looking to become part of an innovative and progressive company, where can contribute to the growth of the business through own personal commitment and participation.

WORK EXPERIENCE

Insurance Assistant III

ABC Corporation - July 2012 - March 2013

Responsibilities:

- Processes applications, determines eligibility, and issues or declines coverage.
- Ensures correct processing guidelines are used for each application, change, and update received from clients.
- Performs follow up process as needed by matching issuance output to files and verifying correspondence.
- Orders system letters for missing information and approvals, creates free form letters, and ensures that proper documentation is recorded.
- Communicates with Marsh colleagues and clients to obtain or provide information.
- Responds to customer inquiries in a timely manner.
- Identifies process improvements and communicates recommendations to management.

Insurance Assistant

ABC Corporation - 2007 - 2012

Responsibilities:

- Uploaded faxes from customers to claim file.
- Uploaded on average 200 faxes per day.
- Prepare UPS packages for mailing.
- Mail titles to Copart for processing Verify total loss paperwork is filled out correctly to comply with state standards.
- Prepare total loss paperwork to settle claims.
- Verify payments made to close claim..
- This is Dummy Description data, Replace with job description relevant to your current role.

Education

Bachelor of Science in Information Technology - 2012(ITT Technical Institute - Clive, IA)

CONTACT DETAILS

1737 Marshville Road,
Alabama
(123)-456-7899
info@qwikresume.com
www.qwikresume.com

SKILLS

Microsoft Office.

LANGUAGES

English (Native)
French (Professional)
Spanish (Professional)

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference - 1 (Company Name)
Reference - 2 (Company Name)