

Insurance Claims Specialist/Coordinator

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

Eager for a career with a leading organization as a sales professional; utilizing my strengths and experience working with customers to accomplish goals of succeeding as an integral asset to the team.

Skills

Microsoft Office, Powerpoint, Excel.

Work Experience

Insurance Claims Specialist/Coordinator

Asurion Insurance Services - February 2012 – 2019

- Reconciled insurance general ledger account to a balance owed insurance companies.
- Made monthly payments to insurance companies for premiums due.
- Processed loan payments for disability and death claims.
- Performed maintenance on client accounts, this included applying for payment correctly to interest and principal.
- Reconciled indirect dealer accounts and gave the information to Accounts Payable so they could correctly process the payments.
- Suggested using ACH function to save time and money on processing indirect dealer accounts.
- Data entry and financials Skills Used Microsoft office, formatting excels spreadsheets, running reports, check to process.

Insurance Claims Specialist

ABC Corporation - 2007 – 2012

- Responsible for a processing team with specialized functions including document review, claims processing, inspections, deviations, stop payments, call outs, and disbursements.
- Oversee daily workflow, production, urgent/sensitive mailboxes, and reports for upper management.
- Managed 450 claims with the ability to make clear and concise judgment when disbursing funds to customers (borrowers).
- Serve as backup resource for various departments (training, customer service, inspection, secured master banking room, etc).
- Implement & facilitate Training for the development of new hires, temps, current associates and managers.
- Handled 90 incoming calls a day to assist Homeowners, Insurance Agents, Lawyers, Contractor, branch managers and Public Adjustors with all..
- This is Dummy Description data, Replace with job description relevant to your current role.

Education

Masters in Accounting - (Baker College Flint - Flint, MI)