

Robert Smith

Liability Claims Adjuster/Representative

PERSONAL STATEMENT

To obtain a Liability Claims Adjuster position where knowledge, experience, and people skills will be maximized to improve the overall quality and satisfaction of customer service by creating valuable relationships with internal and external customers.

WORK EXPERIENCE

Liability Claims Adjuster/Representative

GEICO - September 2009 - 2020

Responsibilities:

- Investigated and processed insurance claims filed by policyholders.
- Interviewed claimant and witnesses to gather pertinent information.
- Handled and processed a variety of claims, including automobile, life, and home insurance claims.
- Handled property claims involving damage to buildings and structures, or liability claims.
- Involved personal injuries or third-person property damage from liability situations, such as motor vehicle accidents, slip and falls, dog bites, or alleged negligent behavior.
- Inspected property damage to determine the extent of damages.
- Handled payments to parties involved including property damage and medical.

Liability Claims Adjuster

Delta Corporation - 2008 - 2009

Responsibilities:

- Providing information and guidance to claimants regarding the claim process and their claim Reviewing, prioritizing and addressing highly sensitive.
- Investigate and process claims.
- Record data and statements in the report.
- Issue payout amounts.
- Negotiate settlement amounts.
- Investigated coverage questions and liability exposure on 1st and 3rd party property damage claims.
- Reviewed, evaluated, and responded to all-time limit demands in compliance with company procedures.

Education

Business - (Virginia Commonwealth University - Richmond, VA)

CONTACT DETAILS

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

SKILLS

Microsoft Outlook, Excel,
PowerPoint, Word.

LANGUAGES

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

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

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