

# ROBERT SMITH

## Asst. Liability Claims Adjuster

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

---

### SUMMARY

To obtain a Liability Claims Adjuster position where can develop and contribute in a logical, methodical, results-driven professional environment.

### CORE COMPETENCIES

Mastery Of Microsoft Office Programs. Ability To Work.

### PROFESSIONAL EXPERIENCE

#### Asst. Liability Claims Adjuster

**ABC Corporation - January 2007 – November 2008**

##### Key Deliverables:

- Conducted independent liability and coverage investigations for property claims in dispute as well as medical payment claims.
- Maintained workload of up to 135 claims at a time.
- Submitted self- written arbitration contentions to the national arbitration board to obtain objective third-party assistance with claim resolution.
- Handled difficult client and non-client interactions while maintaining a high level of customer satisfaction.
- Resolved client concerns while maintaining balance in company requirements.
- Composed client correspondence and arbitration contentions in accordance with company, state, and national guidelines.
- Obtained and maintained adjuster licenses in five states.

#### Liability Claims Adjuster

**Delta Corporation - 2006 – 2007**

##### Key Deliverables:

- Investigated, evaluated and negotiated claims to reach a fair and equitable settlement - Utilized persuasive negotiation skills through compassion.
- Investigated auto, home, and farm liability claims through recorded statements, review of official reports and gathering of evidence in order to make.
- Collected damage documentation and assessed damage to personal property in order to issue prompt payments.
- Collected and reviewed claim related medical bills and records in order to settle medical coverage and bodily injury claims in a timely.
- Managed claim loads ranging from sixty to one hundred at any given time.
- Investigated and evaluated liability and coverage for first and third party bodily injury claims prior to litigation Resolved claims timely.
- Set proper reserves, resolved coverage issues, made sound claim decisions, evaluated trends and focused on quality and speed with all interactions.

# ROBERT SMITH

## Asst. Liability Claims Adjuster

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

---

### EDUCATION

Master's in English - 2015(Buffalo State SUNY - Buffalo, NY)

