

Liability Claims Adjuster Liability Claims Adjuster Property, Casualty and Workers Compensation Adjuster Zachary, LA Seeking a position as an Insurance Adjuster that will allow me to utilize my extensive knowledge of insurance and customer service to investigate, evaluate, and settle claims.

Work Experience Liability Claims Adjuster Go Auto Insurance - Baton Rouge, LA September 2018 to Present Analyze information gathered by investigation and report findings and recommendations; collect evidence to support contested claims in court; Examine claims form and other records to determine insurance coverage; examine titles to property to determine validity and act as company agent in transactions with property owners; interview or correspond with agents and claimants to correct errors or omissions and to investigate questionable claims; interview or correspond with claimant and witnesses, consult police and hospital records, and inspect property damage to determine extent of liability; investigate and assess damage to property; negotiate claim settlements and recommend litigation when settlement cannot be negotiated; prepare report of findings of investigation.

Systems Turnover Database Administrator Performance Construction Contractors - Baton Rouge, LA September 2016 to October 2017 Daily briefings with Supervisor on progress, deadlines and potential problems; daily reports prepared detailing project status and what remains for project completion; efficient execution, monitoring and tracking of Test Packages within the demands of project schedule; ensure that all paperwork contains proper and legible legal signatures; verify and enter all package data information required in the TPSL for tracking purposes; ensure Test Packages have latest revisions of all documents and notify essential personnel of additions, deletions and changes as required; maintain and report an accurate status summary of project test packages through the Test Package Status Log (TPSL); assist, train and permit read only access of the Test Package Status Log to the project planner/scheduler and field supervision and make sure all appropriate information is made available in real time; make sure that all information can be sorted by any search criteria; accountable for tracking of all Master Packages by creating and maintaining an In/Out Log; conduct daily audits for verification of location and accuracy of Master Packages; assist as needed in the assembly of test packages by building new packages, adding documentation, RFI's, support details and changing documents as needed; assist new staff,

clients and other contractors with basic comprehension of the Systems Turnover process and flow of packages from assembly to the turnover of completed package and system to the clients

Insurance Agent/Field Underwriter Union National Insurance Company, Baton Rouge, LA October 2012 to October 2016 Attend meetings, seminars and programs to learn about new products and services, learn new skills, and receive technical assistance in developing new accounts; calculate premiums and establish payment method; call on policyholders to deliver and explain policy, analyze insurance programs and suggest additions or changes, or to change beneficiaries; confer with clients to obtain and provide information when claims are made on a policy; contact home office and submit forms to obtain binder coverage; customize insurance programs to suit individual customers, often covering a variety of risks; ensure that policy requirements are fulfilled, including any necessary medical examinations and the completion of appropriate forms; explain features, advantages and disadvantages of various policies to promote sale of insurance plan; Inspect property, examining its general condition, type of construction, age, and other characteristics, to decide if it is a good insurance risk; interview prospective clients to obtain data about their financial resources and needs, the physical condition of the person or property to be insured, and to discuss any existing coverage; perform administrative tasks, such as maintaining records and handling policy renewals; seek out new clients and develop clientele by networking to find new customers and generate lists of prospective clients.

Social Services Counselor 3/Case Manager Jetson Center for Youth - Baton Rouge, LA October 2010 to November 2012 Manages a case load by setting appointments; conduct individual, family and group counseling; provides Social Work component in an interdisciplinary or multidisciplinary team approach to planning and treatment; consults with the treatment team on the physical/mental condition of juvenile offenders and participate in the decision making process concerning the treatment plan to be followed by juvenile offenders; prepares correspondence with community agencies and serves as primary liaison person with all outside agencies such as courts, schools, foster care and legal authorities; handle complex cases with little supervision; assesses the level of care and intervention, including discharge, reassignment, change of treatment plan strategies and techniques; communicates these findings to the interdisciplinary

treatment team. Disaster Response Case Manager Catholic Charities - Baton Rouge, LA October 2008 to June 2010 Participate in all necessary training and preparation activities as identified by the Regional Team and National Partner leaders; be at the disaster site and deploy as a member of the disaster response Team; assist in the set-up of operations center and preparation for client services delivery, including file prep; begin client services including active outreach activities, scheduling client intakes and enrolling clients into the data tracking mechanism; make sure clients are informed of all assistance pertaining to the disaster they were affected by; assess disaster-related needs as well as existing healthcare, mental health and human service's needs; facilitates the delivery of appropriate resources and services, works with a client to implement a recovery plan and advocates for the client's needs to assist him or her in returning to a pre-disaster status while respecting human dignity; create and implement individualized client case management plan; make appropriate referrals and provide comprehensive decision-making to help ensure client's needs are being met, participate on program staff team and in joint case review meetings with program and division staff; participate in divisional, unit and program staff meetings and other meetings as assigned. Education Bachelor of Arts in Mass Communication in Public Relations and Digital Photography Southern University and A&M College 2001 Skills Microsoft Office, Team Building, Excel, Sales, Inventory Certifications/Licenses Property, Casualty and Worker Compensation Adjuster for Louisiana Present Property and Casualty Adjuster for Texas Present Property, Casualty and Worker Compensation Adjuster for Mississippi Present Property, Casualty and Worker Compensation Adjuster for New York Present Property, Casualty and Worker Compensation Adjuster for Hawaii Present

Name: Paul Haley

Email: mcdonaldmary@example.org

Phone: 255-226-3953x7546