

Elise Maynard
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Portland Oregon
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Education

Bachelors Degree 1996 -University of Cincinnati

Employment

March 1998-
September 2010

Great American Insurance Company - Cincinnati OH
Senior Claim Representative

- Reported and billed losses covered under ceded reinsurance agreements
- Evaluated and resolved claims ceded to Great American Insurance
- Investigated information to determine liability and policy application
- Negotiated settlements and gave direction for litigation defense
- Reinsurance database construction and maintenance
- Participated in annual Reinsurance audits

Great American Insurance Company

Claim Representative-Workers Compensation

- Investigated information to determine liability and policy application
- Negotiated settlements and gave direction for litigation defense
- Assessed and issued liability payments for medical and lost time claims
- Workers Compensation claims database processing and maintenance
- Assisted with researching and processing 9/11 losses
- Policy processing

Great American Insurance Company

Document Research Specialist

- Information system construction and maintenance for electronic media
- Processing of electronic documents
- Litigation database maintenance

1996-1998

Manufacturer's News -Evanston Ill

Receptionist - Clerical - Administrative

- Managed multi-line telephone
- Data Entry and Administrative support
- Proofread and copyedited advertisements in manufacturing manuals

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| Other | Participating in Hands On Portland volunteer program |
| Skills | ARe 145, Microsoft Office, MacIntosh |
| References | Available upon request |