

Comfort N. Norteye

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Education

Bachelor of Science: Psychology

Minor: Communications and Philosophy

Grand Canyon University Phoenix, Arizona (April 2018)

Honors: President's list, GPA 3.91

Career-Related Qualifications:

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- Impeccable interpersonal, written, and oral communication skills
 - Excellent leadership and teamwork capabilities
 - Strong interprofessional relationship skills
 - Ability to prioritize, organize and complete task efficiently and effectively
 - Extensive knowledge in Microsoft word, PowerPoint and Excel
 - Detail oriented
 - Fluent in two languages: English and Twi

Preferred Work Experience

Claims Adjuster

The Hartford | 8888 E Raintree Drive, Scottsdale, AZ, 85260 | (July 2018-Present)

- Establish and maintain relationships with customers throughout the entire life of the claim
- Respond in a timely manner via phone or email to customers on assigned claims that is consistent with corporate policies and procedures
- Investigate thoroughly policy holder's liability in an alleged claim to determine best resolution of a claim
- Provide routine phone and written updates to both the policyholder and claimant regarding the claim
- Accurately document conversation with insured, claimants and other parties involved in claim
- Attend daily meetings to discuss productivity, determine whether customer satisfaction matrix is being met and update on weekly goals.

Diversity Awareness Coordinator

Associated student of Grand Canyon (ASGCU) | 3300 W Camelback Rd, Phoenix, AZ, 85017 (October 2017- April 2018)

- Created an inclusive and accepting environment for staff and students that promotes diversity
- Assisted the director of diversity awareness in fostering relationships, developing, and implementing an educational environment within GCU according to both the mission and vision of ASGCU and University
- Communicated effectively with director of diversity awareness, staff and students
- Provided administrative support for several projects that focus on promoting diversity
- Prioritized tasks such as emails, meetings, and phone calls to ensure maximum productivity was achieved
- Daily use of Google-Mail, Microsoft Word, Office and Excel during correspondence with

- management and employees
- Assisted in preparing agendas and planning for events including location, catering, visitor admittance, promotion
- Spearheaded projects to create innovative cultural events to students on campus
- Organized, attended and presented information on topics such how a person's ability can determine how others interact or approach them.

Related Work Experience

Founder and Vice President

African Student Association, Grand Canyon University| 3300 W Camelback Rd, Phoenix AZ, 85017
(August 2016-April 2018)

- Provided leadership and direction to the club by meeting regularly to discuss club goals and agendas with executive officers
- Facilitated communication between club members and club officers regarding events and creating club agenda
- Coordinated and managed club events from the brainstorming stage to completion
- Trained and mentored 2-3 new officers per semester
- Preside over bi-weekly meetings with club officers
- Created innovative ideas to increase attendance which was achieved
- Assisted in fundraising, creating and maintaining budget for club activities and projects

References furnished upon request