Steven Gangano  
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**Relevant Skills**

* HTML 5
* CSS3
* Boostrap
* Jquery
* Javascript
* Git & Github
* Sass

**Additional Skills**

* Experienced with admin duties such data entry, recording keeping, and handling phone calls
* Provided guidance to team members to help meet deadlines and to expedite work
* Excellent verbal, written, and interpersonal communication skills
* Skilled with PC platform and MS Office, Typing: 70 Words Per Minute
* Able to work independently and collaboratively
* Attentive Detail

**Work Experience:**

**AmTrust • Concord, CA  
Worker’s Compensation Claims Assistant, (05/2014 – present)**

Providing assistance to claims adjuster which include: contacting employers to obtain and verify needed claim information, contacting doctor's office to obtain work status on injured workers, sending out various notices/ letters to parties involved, making payments, prioritizing given tasks based on importance and deadlines, providing assistance to other teams to help decrease workload

**AmTrust • San Francisco, CA  
Worker’s Compensation Claims Clerk, (10/2013 – 05/2014)**

Responsible for creating new claims, forwarding documents to proper claim via Image Right/ANA, providing assistance to team members to complete daily goals and tasks, training and guiding new hires with indexing and new claim setups, assisting supervisor with various tasks, sorting and prepping mail

**Office Team • San Francisco, CA  
Contractor, (8/2013 – 10/2013)**

Provided customer support via email for startup Facebook gaming company, managed user accounts, documented and forwarded common complaints and bugs to team

**Nationwide Legal • San Francisco, CA  
Lead Collections Data Entry Clerk, (8/2012 – 5/2013)**

Distributed and prepared legal documents to be sent out for delivery to various areas within the Bay Area, followed up with process servers to ensure documents were delivered in a timely manner, documented the status of legal documents, prepared documents to be sent out for filing to court, communicated as an intermediate between process servers and Collections headquarters in Los Angeles, assembling exhibits, transferred phone calls within the office, organized documents and folders

**24 Hour Fitness • San Francisco, CA  
Personal Trainer, (1/2012 – 8/2012)**  
  
Developed exercise programs to help clients reach fitness goals, assessed fitness levels through various exercises, gathered information of clients medical background, nutrition, and current lifestyle, tracked progress through weekly measurements of body weight, body fat percentage, and body circumferences, made monthly calendars for each client to help reach target goals, scheduled appointments, organized client folders, maintained cleanliness of the gym

**Education:**

**B.S. in Kinesiology (Exercise and Movement Sciences)**

San Francisco State University (M

(August 2006 – May 2011)

**References**: