1. Evaluated and investigated over [Number] auto claims in [Year] and decided whether insurer should pay claim.
2. Documented all findings in concise reports.
3. Issued payouts to claimants.
4. Negotiated with claimants to settle claims.
5. Examined photographs and surveillance and any other documents relating to claims.
6. Processed [Number] invoices each [Timeframe] and mailed documentation to clients.
7. Investigated vehicle damage inflicted resulting from emergency situations and natural disasters.
8. Enhanced customer satisfaction by delivering honest advice to policyholders in regards to repair work and body shop processes.
9. Inspected vehicles involved in accidents and generated reports showing estimated repair costs.
10. Carried and managed consistently heavy project workload through exemplary organizational, time management and collaboration talents.
11. Handled day-to-day running of [project or department or task], ensuring high levels of productivity and progression.
12. Coordinated with local body shops to assign repair jobs and obtained rental vehicles for customers for duration of restoration process.
13. Identified suspicious claims, escalating issues to [Job title] for further investigation and analysis.
14. [Type] hardware proficiency
15. Documented vehicle damage and submitted photographs and in-depth reports to claims department for effective processing.
16. Resolved problems, improved operations and provided exceptional service.
17. Identified issues, analyzed information and provided solutions to problems.
18. Used coordination and planning skills to achieve results according to schedule.
19. Saved $[amount] by implementing cost-saving initiatives that addressed long-standing problems.
20. Maintained and repaired facilities, equipment and tools to achieve operational readiness, safety and cleanliness.