

Trevor Smith

21 Palm Beach
Denver, CO 80123
(000)-123-4567
trevor.smith@email.com

Objective: A position of Claim adjuster with a reputed Insurance company

Experience:

Wausau Insurance Company Denver, CO
Claims Adjuster 2009 to Present

- Investigated claims against insurance for personal, casualty, property loss and damages.
- Channeled new and continuing claims for payment, investigation and/or denial creating savings for the company whenever possible, while handling over 180 regular claim logs.
- Trained newly hired claim adjusters.
- Received and acted on calls from creditors & policyholders, regarding claim status.
- Attempted to effect out-of-court settlement with claimant.
- Examined claim form and other records to determine insurance coverage.
- Interviewed, telephoned, and corresponded with claimant and witnesses.
- Consulted police and hospital records.
- Inspected property damage to determine extent of company's liability, varying method of investigation according to type of insurance.
- Prepared report of findings and negotiated settlement with claimant.
- Recommended litigation by legal department when settlement could not be negotiated.

Penguin Insurance Denver, CO
Client Relations Representative 2005 to 2009

- Processed all incoming mail for clients' mortgage insurance policies.
- Acted as liaison between mortgagors, and Moran Financial Services.

Education:

Johansson University Denver, CO
B.A., Communications/Marketing Life Insurance License 2004

Skills: Microsoft Word, Microsoft Office, Windows NT, Windows XP, Lotus, Internet, document imaging.

References: Available upon request