

Objective

Hard worker, very dependable, works well with teams, flexible . Great communication skills. I'm able to lift over 50lbs. Ability to handle multiple tasks. I have over 5 years experience with laborer.

Skills

Microsoft Office, Excel, Public Speaking.

Work Experience

Document Adjuster

ABC Corporation - May 2011 – 2019

- Correctly analyze policy coverage and endorsements.
- Responsible for handling office and field claims.
- Analyzed first and third party claims to determine extent of companys liability.
- Responsible for performing detailed day one investigations including securing recorded statements, obtaining contractual documentation, and retaining and manage forensic experts.
- Conducted prompt and thorough investigations through inspecting property damage, evaluating facts, interpreting laws, regulation and real estate agreements to determine the extent of the companys liability, then rendered determination.
- Analyzed the severity of property damages and determined appropriate insurance coverage.
- Prepared estimate for property damaged based on materials age and condition.

Adjuster

ABC Corporation - 2010 – 2011

- and Nye County) and restaurants (i.e.
- Furrs Cafeterias and Dennys restaurants).
- Handled personal line auto and commercial auto claims.
- Handled personal line homeowner claims.
- Performed material damage appraisals.
- Sent written reports to clients.
- Settled claims per client authority..

Education

- 2006(Lanier Technical College and Georgia Gwinnett College - Gwinnett, Georgia, US)