

SOPHIA BROWN

Auto Adjuster

✉ support@qwikresume.com ☎ (123) 456 7899 📍 Los Angeles 🌐 www.qwikresume.com

PROFESSIONAL SUMMARY

Detail-oriented Auto Adjuster with 5 years of experience in assessing and resolving insurance claims. Skilled in conducting comprehensive investigations, negotiating settlements, and ensuring compliance with regulatory standards. Dedicated to providing exceptional service and enhancing client relationships, while driving efficiency in claims processing.

WORK EXPERIENCE

Auto Adjuster

Seaside Innovations

📅 Jun / 2022-Ongoing

📍 Santa Monica, CA

1. Evaluated and processed auto claims, ensuring compliance with company policies and regulatory standards.
2. Conducted thorough investigations to determine liability and verify accident facts.
3. Negotiated settlements with claimants, achieving satisfactory resolutions.
4. Reviewed and managed partial theft losses, ensuring accurate claims handling.
5. Utilized claims management software to track and process claims efficiently.
6. Collaborated with subrogation teams and reviewed bids to facilitate claims processing.
7. Reduced claim processing time by 30% through streamlined assessment procedures and effective communication.

Auto Adjuster

Silver Lake Enterprises

📅 Jun / 2020-Jun / 2022

📍 Seattle, WA

1. Processed and issued payments on auto damage claims in a centralized office, ensuring accuracy and compliance.
2. Reviewed comparative negligence claims to determine liability and appropriate settlements.
3. Conducted interviews with claimants and witnesses to gather essential information for claims processing.
4. Evaluated damages and assessed coverage applicability for various auto claims.
5. Maintained organized records of claims and payments to support efficient processing.

EDUCATION

Bachelor of Science in Insurance

State University

📅 Jun / 2018-Jun / 2020

📍 Toronto, ON

Focused on risk assessment, claims management, and insurance principles.

SKILLS

Claims Investigation Expertise



Claims Adjustment
Fundamentals



Claims Estimation Software



Time Management



ACHIEVEMENTS

- ★ Successfully resolved over 500 claims annually, achieving a 95% customer satisfaction rate.
- ★ Implemented a new claims tracking system that improved processing time by 30%.