

## Objective

A Claims Agent position where I can use my skills, and gain more experience and make a significant contribution to your organization. Build a stable foundation career wise, also for the future, Identifying and locating potential witnesses and exhibits for evidence, attends depositions, prepares answers to interrogatories and requests for production of documents, etc.

## Skills

Management, Reynolds & Reynolds, Bilingual, Data Entry.

## Work Experience

### Claims Agent

**ABC Corporation** - February 2016 – 2022

- Met or exceeded service and quality standards every review period.
- Researched questions and concerns from providers and provided detailed responses.
- Learned how to handling the filing of lawsuits and other legal claims.
- Facilitated the collected competitive information to monitor business opportunities and trends.
- Checked lines and categorizing the problems and issues of the customers.
- Confirmed order information with customer.
- Dispatched, add noted to route of assigned tech.

### Claims Agent

**Delta Corporation** - 2015 – 2016

- Making sure my claim per hour is met Quality over quantity Timeless on when I answer the phone Smiling while Im on the phone and making sure my .
- Being a people person Listeing really well Taking my job very seriously Skills Used Phone experience Computer experience And just being a all around .
- Conduct telephone and office interviews with clients, insurance companies and medical professionals.
- Verify and input client data into Perfect Law.
- Maintain office files and serve as a liaison between client, claims manager and attorney.
- Job was to provide customer service to every customer in a certain time frame and answer any and all questions.
- Serviced other claims agents in all aspects of their job.

## Education

Associate's