

Claims Technician

ROBERT SMITH

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Objective

An accomplished and educated Claims Technician professional with two years' experience. Familiar with the daily aspects of business operations and experience; extensive insurance procedures and documentation knowledge.

Skills

File Maintenance, Order Processing, Stocking, Customer Service.

Work Experience

Claims Technician

ABC Corporation - 2019 - 2020

- Responsible for schedule loss of use and ongoing treatment cases.
- Responsible for maintenance files to ensure timely payments.
- Managed caseload of over five hundred inclusive of maintenance files, scheduled loss of use cases, and ongoing treatment cases.
- Entered data regarding automobile and general liability claims.
- Processed checks relevant to claim to cover towing, glass, and medical expenses.
- Worked in a call center and processed tire warranty claims for clients.
- Managed the claim process from start to finish and made the final decision.

Claims Technician

Delta Corporation - -

- Processed mail, fax, scan, email, and sort and organized claims, answer phones.
- Looked up claim information in-office computer system assemble packet information for new policies relevant to claim.
- Eliminated outdated records by sending the records to be scanned.
- Organized billing and invoice data Verified that information in the computer system was up-to-date and accurate.
- Shop and prepare meals for soldiers to train lower enlisted soldiers on standards and operations for being a food specialist.
- Create menus using Army Portal(AFMIS).
- Complete necessary paperwork for menus Created monthly reports for records Created and closed out bank vouchers located in Army Portal (AFMIS).

Education

Associates Degree in General Studies/Business management - 2012(Central Texas College - Fort Polk, LA)