



NOAH WILLIAMS

Assistant Insurance Adjuster

✉ support@qwikresume.com

☎ (123) 456 7899

📍 Los Angeles

🌐 www.qwikresume.com

SKILLS

Data Entry



Field Inspections



Legal Knowledge



Negotiation Skills



Customer Service



Risk Assessment



INTERESTS

📖 Birdwatching 🧳 Traveling

🏆 Sports Coaching 🧶 Knitting

STRENGTHS

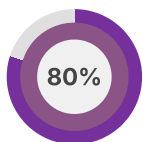
🔧 Pragmatism

🍃 Sensitivity

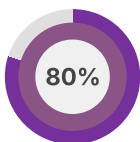
💖 Sincerity

⚓ Stability

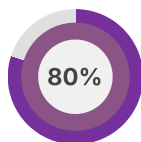
LANGUAGES



English



Dutch



German

ACHIEVEMENTS

🌟 Successfully reduced claim processing time by 20% through improved documentation practices.

🌟 Achieved a 95% customer satisfaction rating in post-claim surveys.

PROFESSIONAL SUMMARY

Insurance Adjuster with 7 years of expertise in assessing and resolving complex claims. Proficient in utilizing analytical tools and industry software to ensure accurate evaluations and maintain compliance. Committed to providing exceptional customer service while fostering strong client relationships. Seeking to leverage my skills in a collaborative environment that prioritizes excellence and efficiency.

WORK EXPERIENCE

Assistant Insurance Adjuster

📅 Apr / 2021-Ongoing

Maple Leaf Consulting

📍 Toronto, ON

1. Processed claims with accuracy, ensuring timely check requests after file examiner approval.
2. Recognized for efficient handling of medical pay and subrogation claims.
3. Utilized active listening to document claims and summarize liability decisions effectively.
4. Provided compassionate support to customers, streamlining their claim process.
5. Negotiated settlements in line with company standards to achieve favorable outcomes.
6. Leveraged data analytics to contribute to team goals and identify process improvements.
7. Collaborated with team members to enhance overall operational efficiency.

Insurance Adjuster

📅 Apr / 2018-Apr / 2021

Cactus Creek Solutions

📍 Phoenix, AZ

1. Managed customer service inquiries while overseeing warehouse operations for totaled vehicles.
2. Ensured smooth shipping and receiving processes for automotive parts.
3. Collaborated with various insurance companies to facilitate order processing.
4. Organized warehouse logistics, ensuring timely fulfillment of mechanic orders.
5. Maintained high standards of customer service under tight deadlines.
6. Gained proficiency in essential software tools relevant to insurance adjusting.

EDUCATION

Bachelor of Science in Business Administration

📅 Apr / 2015 - Apr / 2018

University of Illinois

📍 Portland, OR

Focused on risk management and insurance principles.