ROBERT SMITH

Insurance Associate

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SUMMARY

Seeking a position that will harness the knowledge, and challenge that knowledge to help grow into an even more effective manager.

SKILLS

Microsoft Excel, Microsoft Word, Microsoft PowerPoint, Computer.

WORK EXPERIENCE

Insurance Associate

Med-Care - June 2013 – May 2018

- Responsible for filling out health insurance forms for patients deductible, out of pocket, and co-insurance information.
- Frequently called a number of different health insurance groups, and various others to find out if the patients can be billed for their medical supplies through their plan or through their pharmacy.
- Demonstrate completion of tasks in a timely and efficient manner.
- Provide strategic consultation and design custom packages for clients seeking insurance policies.
- Build relationships and provide support.
- Research and updating customer service and cash management insurance payment errors by thorough document review and callouts to agencies and carriers.
- Manage property, liability, workers compensation, litigation, and executive risk claims on a daily basis as well as quarterly reporting.

Insurance Associate

Delta Corporation - 2011 – 2013

- My duties included writing insurance policies and customer service with existing customers.
- Obtained Property and Casualty License High Volume inbound and outbound calls/emails Knowledge of different packages and pricing.
- Provide strategic consultation and design custom packages for clients seeking insurance policies Build relationships and provide support to optimize .
- Research and updating customer service and cash management insurance payment errors by thorough document review and callouts to agencies and carriers .
- o Manage property, liability, workers compensation, litigation and executive risk claims on a daily basis as well as quarterly reporting.
- o Marketing of company-wide health insurance benefits o Manage and evaluate loss control support provided by vendor or broker o Provide due diligence .
- o Manage all emergency occurring on properties on an immediate basis (fire, building damage, catastrophic, water or maintenance) and working with law .

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SCHOLASTICS

- Business Managment - 2013(Florida Atlantic University - Boca Raton, FL)

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