Robert Smith

Insurance Clerk II

CONTACT DETAILS

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PERSONAL STATEMENT

To be a loyal and dependable employee. To learn as much as I can so that I may be able to help, and train any new employees. I believe in being a team player, and a leader. To have the opportunity to learn as much as I can about the company in order to advance, and become an asset to the company I represent.

WORK EXPERIENCE

Insurance Clerk II

ABC Corporation - 2011 – 2012

Responsibilities:

- Performed administrative tasks, such as maintaining records and handling policy renewals.
- Seek out new clients and develop clientele by networking to find new customers and generate lists of prospective clients.
- Contacted insured or other involved persons to obtain missing information.
- Organized and work with detailed office or warehouse records, using computers to enter access, search and retrieve data.
- Posted or attached information to claim file.
- Prepared and reviewed insurance-claim forms and related documents for completeness.
- Provided customer service, such as giving limited instructions on how to proceed with claims or providing referrals to auto repair facilities or local contractors.

Insurance Clerk

ABC Corporation - 2006 – 2011

Responsibilities:

- Float position within office.
- Coding review and corrections.
- Collection of patient payment accounts, process self-pay payments, process payments to banking facility via on-site deposit.
- Review of claims for submission.
- Accounts review and updates to assist supervisor and director.
- Coding review and correction.
- Diagnosis related group review and assignments..

Education

Diploma - (Palm Beach Lakes High School)

SKILLS

Special Olympics Volunteer.

LANGUAGES

English (Native)
French (Professional)
Spanish (Professional)

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference – 1 (Company Name)
Reference – 2 (Company Name)

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