# JAMES CLARK
## Insurance Processor

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## 👤 PROFESSIONAL SUMMARY

Dedicated Insurance Processor with 2 years of experience in efficiently managing insurance claims and ensuring regulatory compliance. Proven ability to enhance operational processes through meticulous data management and effective communication. Passionate about utilizing strong analytical skills to deliver exceptional service and support team objectives.

## 🖥 WORK EXPERIENCE

### Insurance Processor
**Quantum Solutions LLC**
📅 Feb / 2024-Ongoing
📍 Phoenix, AZ

1. Processed insurance claims accurately and efficiently to ensure timely resolution.
2. Provided exceptional customer service by addressing inquiries from clients and insurance providers.
3. Processed insurance applications and claims with accuracy and efficiency.
4. Collaborated with nursing staff to prepare and manage claims-related paperwork.
5. Maintained detailed records of claims processing and communications for audit readiness.
6. Assisted in training new team members on claims processing procedures.
7. Identified and resolved discrepancies in claims, ensuring adherence to company policies.

### Insurance Processor
**Silver Lake Enterprises**
📅 Feb / 2023-Feb / 2024
📍 Seattle, WA

1. Managed client relationships by providing accurate information regarding insurance products and services.
2. Served as a primary point of contact for claim inquiries via phone, email, and fax.
3. Developed strong communication channels with internal teams to relay policy updates.
4. Recognized for consistently meeting deadlines on high-priority processing tasks.
5. Demonstrated sound judgment in resolving complex customer issues and inquiries.
6. Ensured data integrity and compliance by conducting regular audits of processed claims.

## 🎓 EDUCATION

### Associate of Applied Science in Business Administration
**City College**
📅 Feb / 2022 – Feb / 2023
📍 Denver, CO

Focused on administrative processes and customer service in business environments.

## 💡 SKILLS

Record Keeping

Fast And Accurate Typing

Bilingual Communication Skills

Proficient In Microsoft Office Suite

Excel Data Management

Customer Service Orientation

## ✈ INTERESTS

🎙 Podcasts   🌐 Language Learning

🎵 Dancing   🚲 Cycling

## ✊ STRENGTHS

🖊 Intuition   👥 Leadership

🎧 Listening   👤 Mentorship

## 🔤 LANGUAGES

English   Arabic   Russian

## ⭐ ACHIEVEMENTS

⭐ Successfully reduced claim processing errors by 15% through meticulous documentation and review.

⭐ Streamlined communication processes, improving response time to client inquiries by 20%.