Premium Auditor

ROBERT SMITH

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Objective

Seeking to obtain an entry-level position and start a career to gain experience and add value to an organization. Looking forward to working with a company that promotes quality products and services, and provides the opportunity to meet and exceed assigned goals.

Skills

Leadership, Teamwork, Microsoft Office, Organization, Communication, Inventory Management.

Work Experience

Premium Auditor

Information Providers Inc. - September 2013 – May 2019

- Scheduling appointments to be time-efficient for driving and audit submission deadline.
- Perform test audits on selected policyholders at policy inception to all exposures were identified and properly classified.
- Establish proper policyholder accounting practices as they pertain to auditing procedures and insurance regulations.
- Determining applicable payments made by businesses that may be ruled as exposure of non-employee compensation.
- Determining employer-employee relations for independent contractors and subcontractors
- Use rules and regulations for corresponding states to justify classifications assigned to policyholders business operations.
- Explain the record-keeping processes which could be beneficial and also which could be disadvantageous to business owners and officers.

Premium Auditor

Independent Contractor - 2009 – 2013

- Visit accounts to conduct premium workers compensation, liability, and garage audits.
- Investigate risk exposures, maintain claims and coding information during the audit and make recommendations.
- Follow through and assist accounts in maintaining their premium audit exposures.
- Document all unusual or serious conditions affecting customer risk to internal and external customers.
- Communicate with Underwriting to provide quality and accurate procedures on all accounts as required.
- Skills essential to my success in this position include advanced written, verbal, mathematical, problem-solving, presentation, consultative, comprehensive and communication.
- My success is directly related to my professional manner, attention to detail, observing the importance of timely service and my willingness to travel as needed.

Education

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Bachelor of Science in Accounting - 2010(Southern Illinois University Edwardsville - Edwardsville, IL)

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