

# Robert Smith

## Lead Workers Compensation Claims Adjuster

### **CONTACT DETAILS**

1737 Marshville Road,  
Alabama  
(123)-456-7899  
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[www.qwikresume.com](http://www.qwikresume.com)

### **SKILLS**

Technical Skills,  
Organization Skills.

### **LANGUAGES**

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

### **INTERESTS**

Climbing  
Snowboarding  
Cooking  
Reading

### **REFERENCES**

Reference - 1 (Company Name)  
Reference - 2 (Company Name)

## **PERSONAL STATEMENT**

Friendly, loyal and clearly dedicated individual who has an ambition to succeed in any given environment. Learn and always up to a challenge whatever the situation.

## **WORK EXPERIENCE**

### ***Lead Workers Compensation Claims Adjuster*** **ABC Corporation - September 2005 - March 2008**

#### *Responsibilities:*

- Investigated and analyzed claims to determine liability and compensability of claims for various state jurisdictions.
- Prepared litigated files for hearings and negotiating settlements with the claimants counsel in permanency cases.
- Determined the need to create and assemble case files.
- Contacted injured workers to ensure the injured worker was receiving proper care.
- Prepared correspondence and responded to inquiries on employees for the company in relation to injury.
- Processed bi-weekly indemnity payments for lost-time claims.
- Reviewed and processed medical bills for payment.

### ***Workers Compensation Claims Adjuster*** **ABC Corporation - 2002 - 2005**

#### *Responsibilities:*

- Correspond with employers, interview claimants contact doctors and witnesses to investigate all claims.
- Verify policy coverage, determine compensability, analyze claims to determine extent of companys liability and set reserve accordingly.
- Consulted with other professionals, such as lawyers accountants, workers, engineers, lawyers, and physicians, to receive a more expert evaluation of a claim when necessary.
- Issue payments, request and review medical records, conduct servailence, negotiate settlements.
- Achievements Worked a lost time caseload of between 170 to 190 open files.
- Investigated 10 to 40 new losses a week..
- This is Dummy Description data, Replace with job description relevant to your current role.

## **Education**

Bachelor of Science in Criminal Justice - (University of Baltimore - Baltimore, MD)