
Claims Specialist Resume

Job Objective

Seeking work as a Claims Specialist so I can use my skills and past experiences to better the company. Bringing specialized knowledge to the table to also improve your company with my skills.

Summary of Qualifications:

- Vast experience in claim adjusting, claims management and claims program management
 - Sound knowledge of insurance coverages, contracts, claims handling guidelines, legal and medical terminology
 - Skilled in reviewing and interpreting account histories and statements
 - Thorough knowledge of multiple claim process guidelines
 - Proficient with Microsoft XP, Excel, MS Access and Word
 - Ability to analyze medical records and legal documentation
 - Remarkable ability to analyze problems and identify alternative solutions
 - Self motivated and able to work independently
 - Superior verbal and written communication skills
 - Excellent organizational, customer service, leadership, decision making and communication skills
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Work Experience:

Claims Specialist, May 2006 – Present
CoreLogic, Rochelle Park, NJ

- Ensured compliance with company and customer standards.
- Reviewed and determined reimbursement amounts to client.
- Ensured accuracy and completeness in validating claims.
- Utilized claims tools to analyze and make accurate assessments.
- Recognized and acted on opportunities to mitigate damages following a loss.

Claims Specialist, March 2003 – April 2006
Shawmut Design and Construction, Rochelle Park, NJ

- Coordinated information and documents to bring claims to closure.
 - Ensured flow of information to appropriate channels.
 - Monitored all opened claims and lawsuits to quickly provide necessary information.
 - Facilitated settlement discussions.
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Education:

Bachelor's Degree in Risk Management, Saint Paul College, Saint Paul, MN

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