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## Insurance Administrator Resume

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### Job Objective

To use my ability to work well with people and special skills to fill an Insurance Administrator position with right organization.

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### Highlights of Qualifications:

- Remarkable experience in claims and property
  - Huge knowledge of insurance industry
  - Deep knowledge of Insurance practices
  - Familiarity with Owner Controlled Insurance Programs
  - Amazing ability to multitask
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### Professional Experience:

Insurance Administrator  
The Situs Companies, Harwich, MA  
November 2007 – Present

- Managed insurance policies and claims and litigations files.
- Maintained invoices for premium payments.
- Coordinated with Insurance group, insurance brokers and insurance companies.
- Collaborated with operating companies.
- Aided Vice President for Risk Management.

Insurance Administrator  
Toyota Tsusho, Harwich, MA  
December 2003 – October 2007

- Managed certificate of insurance process.
  - Coordinated with broker, insurance carriers and property managers.
  - Assessed insurance policies and endorsements.
  - Analyzed insurance invoices from broker.
  - Handled property statement of values.
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### Education:

Bachelor's Degree in Business  
Baltimore Hebrew University, Baltimore, MD

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