**İsim Soyisim**

İstanbul I (333)333.3333 I [email@provider.net](mailto:email@provider.net)   
INSURANCE AGENT

Experienced professional who thrives in a fast-paced environment with over 10+ years in the insurance industry. Possesses outstanding interpersonal, organizational, and analytical skills. Consistently exceeds expectations with customers regarding insurance products and claims management.

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| --- | --- | --- | --- |
| * Correspondence Management • | Customer Service | • | Database Management |
| * Interpersonal Communication • * Claims Processing • | Conflict Resolution  Document Analysis | •  • | Efficiency Optimization Fraud Prevention |

**PROFESSIONAL EXPERIENCE**

Company, City, ST YYYY - YYYY

*Job Title*

Establish a system that provides various options for claim adjusters to expediently resolve insurance issues. Directed, supervised, and evaluated a high-performing team of field adjusters.

* Appointed as a key member of the Appeal Committee; leveraged years of industry expertise to positively .luence the outcome of potential lawsuits.
* Directly thvolved th the preparing and organizing of classified briefs for review by management.

Company, City, ST YYYY - YYYY

*Job Title*

Establish and mathtain an open line of communication between customers and representatives from various financial institutions to process subordination requests.

* Perform in-depth reviews of loan information to ensure subordination eligibility.
* Assist with adndnistration support in the areas of correspondence management, mail forwarding, and the application of incoming funds to appropriate loans.

Corporation, City, ST YYYY - YYYY

*Job Title*

Efficiently managed the property damage insurance claims process from opening to closing. Responsible for representing multiple insurance products to clients.

* Provided accurate paperwork, submitted properly, and in compliance with applicable investor, banking, and govemment regulations and guidelines to ensure deadlines were met.
* Cultivated strong client relationships to increase repeat and referral business by 25 percent.

*Additional experience as Claims Examiner, Claims Adjuster, and Customer Service Representative*

EDUCATION & CREDENTIALS

Institution   
Bachelor of Science, *Major*University, City