**Sample Insurance Claims Adjuster Resume**

**Claude P. Spears**  
507 Garfield Road  
Wyoming, IL 61491  
Phone: 309-695-4043  
Email: cpspears@freemail.com

**Career Objective:**

To obtain an insurance claims adjuster position with “Syndicate Insurance Group,” and help the company manage property and casualty claims.

**Summary of Skills:**

* Experience of claim settlement for loss to property, and vehicles
* Knowledge of rules and regulations governing the insurance industry
* Familiarity with the geography of Wyoming city and neighborhood areas
* Strong convincing power and negotiation skills
* Excellent abilities to manage time, organize things, and handle documents
* Expert in investigation and analyzing damages to vehicles and properties

**Work Experience:**

Insurance Claims Adjuster  
Monster Insurance Group, Wyoming, IL  
October 2015 - Present

* Handling insurance claims filed by policyholders and third-party
* Planning and scheduling work to facilitate processing of claims
* Investigation damages to vehicles and property and planning claims processing and adjustment
* Negotiating with insured and settling claims at a fair price
* Collecting pertinent information by interviewing witnesses and going through police records
* Verifying coverage offered for vehicles and property under policies and deciding steps

Insurance Claims Adjuster  
Blue Insurance, Wyoming, IL  
February 2013 - September 2015

* Collected evidence necessary for settling claims in court
* Examined claims form and other reports of accidents and determined cost of damage
* Checked titles to property and interpreted the terms and conditions of policies
* Negotiated claims settlements and recommended litigation in exceptional cases
* Obtained credit information of insured from banks and other external sources
* Investigated and drafted reports on findings for management's review

**Education:**

* Bachelor's Degree in Arts  
  ABC University, Wyoming, IL  
  2012

**Reference:**

On request.