
 (555) 789-6543

 sarah.wilson@email.com

 Denver, CO

EDUCATION

Bachelor of Arts in Business Administration

University of Colorado, Denver, CO
2017 - 2021

SKILLS

- Claims Investigation
- Problem Solving
- Interpersonal Communication
- Negotiation
- Analytical Thinking

AWARDS

- Awarded "Employee of the Month" for exceptional customer service, March 2023
- Received the "Outstanding Performance" recognition during training program

SARAH WILSON

CLAIMS ADJUSTER

PROFESSIONAL SUMMARY

Motivated and detail-oriented Entry-Level Claims Adjuster with a foundational understanding of claims processing and insurance policies. Eager to apply analytical skills and learn from experienced professionals in the field.

EXPERIENCE

- June 2023 - Now

Claims Adjuster Trainee

The Hartford / Denver, CO

- Assist senior adjusters in processing and evaluating insurance claims.
- Perform initial claim reviews, gather documentation, and update claim records.
- Shadow experienced adjusters and participate in training sessions to build industry knowledge.

- January 2022 - May 2023

Customer Service Representative

American Family Insurance / Denver, CO

- Provided customer support and assistance in filing insurance claims and inquiries.
- Gained insight into insurance policies and claims procedures through direct interaction with clients.
- Received positive feedback for excellent communication skills and problem-solving abilities.

COURSES

- Expected: October 2024

Licensed Insurance Adjuster in Colorado (pending)