[Street Address]

[City, ST ZIP Code]

[Telephone] | [Website]

[Email]

Jordan Ellis

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| Objective |  | Seeking to apply extensive background in claims management and risk assessment in a challenging and progressive insurance environment, aiming to facilitate organizational excellence and client satisfaction. |
| Professional Achievements |  | Claims Management & Client ServiceStreamlined the claims process, ensuring timely and empathetic resolution of client cases. Conducted risk assessments to optimize claim outcomes, reducing company liability by 15%.Maintained a 95% client satisfaction rate by delivering efficient and personalized service.Insurance Analysis & Market OptimizationIdentified market trends to enhance policy offerings, increasing client retention by 20%.Collaborated with cross-functional teams to improve workflows and service standards.Supported policy development that contributed to a 10% increase in company revenue.Professional Development & CertificationsEarned LUTCF and CIC certifications, demonstrating advanced knowledge in insurance underwriting and client relations.Applied expertise to mentor junior staff, improving team efficiency and skill levels.Leveraged analytical skills to drive data-driven decision-making in insurance operations. |
| Skills |  | * Risk Assessment
* Claims Management
* Data Analysis
* Negotiation Skills
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| Work History |  | Claims Specialist | DEF Insurance Group | Seattle, WA[Dates From – To]Insurance Analyst | GHI Insurance Solutions | Seattle, WA[Dates From – To] |
| Education |  | Bachelor of Business Administration | Seattle University | Seattle, WAYou might want to include your GPA here and a brief summary of relevant coursework, awards, and honors. |