Your Name Here

58th street, San Francisco, CA00000  
(555)00-1000

SUMMARY:-

Energetic, reliable and able to learn quickly with year of experience working and volunteering in a variety of roles. Solid team player. Can work under pressure.

HIGHLIGHTS:-

* Dependable
* Fast Learner
* Team Player
* Active Listening Skills
* Seasoned in conflict resolution
* Energetic Work attitude

ACCOMPLISHMENTS:-

Was blessed to be able to stay home with my kids for the past 00 years. Volunteered at their schools extensively. Through MOPS, BSF, CBS and now my sixth year of Tuesday morning Beth Moore Bible Studies, I have grown to know, love and trust myself.

EXPERIENCE:-

**Operation Christmas Child:  
Berkshire Hathaway Homestate Companies – San Francisco, CA** (DD/MM/YYYY – DD/MM/YYYY)

Volunteered at the processing center in Denver, Getting the boxes of gifts ready to send around the world to teach a child about the love of God and lead them to faith in Christ. Volunteered for at least 6 years.

**Volunteer Coordinator- Football Booster Club  
Highlands Ranch High School – City, STATE** (DD/YY/MMMM – DD/YY/MMMM)

Held this position for two seasons. Made sure all volunteer positions were filled for both the JV and Varsity teams, this required up to 10 volunteers each week just for the game. Worked closely with coaches, parents and the booster club to ensure each event and game went smoothly. Assisted in all fund raising for the team.

**Senior Claim Adjuster  
Guaranteed National – City, STATE** (DD/YY/MMMM – DD/YY/MMMM)

Conducted interviews, gathered detailed information and completed field investigation to determine liability. Settled property damage and bodily injury claims. Reduced loss ratios with good communication skills and customer service.

**Claims Adjuster  
Allied Group Insurance –City, STATE** (DD/YY/MMMM – DD/YY/MMMM)

Investigated and resolved Property and casualty claims ae well as Personal Injury Protection (PIP) claims. Spent 6 months as an underwriter of Auto and Home Insurance.

EDUCATION:-

**Business Administration/Finance  
University Of Nebraska-Lincoln- Lincoln, NE**  
(Degree In bachelors)(YYYY)