

Virgie Blakney

Policy Processor

Marcus Hook, PA 19061

virgie.b0143@gmail.com

610-800-4274

Work Experience

Policy Processor

21st Century Insurance - Wilmington, DE

May 2010 to January 2015

Entered and Updated insured's information

- Updated and added lienholder's information
- Checked Proof of Prior insurance
- Added and deleted coverages/Added discounts

Salvage Trainee

21st Century Insurance - Wilmington, DE

May 2006 to May 2010

Answered/transferred incoming phone calls to prospective title clerks

- Closed Dead Checks
- Processed Deficits for payment
- Updated and completed sale check diary

Clerk Typist

21st Century Insurance - Chadds Ford, PA

April 2002 to May 2006

04/01/2002

Became permanent employee

- diversified clerical duties

Temporary Employee

21st Century - Chadds Ford, PA

May 2001 to March 2002

Answered/transferred incoming calls to prospective Recovery Representative.

- Typing, filing, faxing, photocopying information from Salvage for recovery files.
- Sent Arbitration Forums to Arbitration offices, express mail.
- Transcribed recorded statements.
- Pulled diary
- Opened/date stamped and gave mail

Education

Bachelor in Business Administration

Strayer University - Springfield, PA
2012 to 2015

Associate in Business Administration

Pennsylvania Institute of Technology - Media, PA
June 1992

Skills

MS Word, MS Powerpoint, MS Excel, Dictaphone, Fax, Filing, photocopy

Additional Information

SKILLS AND QUALIFICATIONS

- Exceptional organizational, time management, communication, leadership, and problem solving skills.
- Proficient in current technological trends such as Excel, Word, PowerPoint
- Strong interest in Human Resource and Healthcare Administrative duties
- String Filing, Faxing, Photocopying, Typing skills.
- Highly motivated and independent worker with an excellent work ethic