

# Jane E. Moyer

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## PROFESSIONAL SUMMARY

Highly qualified and reliable retired Insurance Claims Specialist with a strong work ethic seeking an office position in a professional environment.

## Experience

### **LEGAL ASSISTANT | LAW OFFICE OF RICHARD A. STOLOFF, ESQ. | PHILADELPHIA, PA | 2018 - 2019**

Responsible for managing and organizing legal files for two attorneys in a fast-paced office environment.

- Contacted clients, doctors and hospitals for medical records, status updates and clarification on diagnosis.
- Analyzed and summarized clients' medical records for attorneys.
- Contacted insurance carriers and defense attorneys for updates and demands.
- Drafted and typed demand letters.
- Negotiated outstanding medical bills and/or liens.
- Other duties as requested by attorneys

### **CLAIMS SPECIALIST | ALTUS PARTNERS, INC. | ROSEMONT, PA | 2011 - 2017**

Responsible for reporting, managing and overseeing clients' claims to ensure that they receive timely and proper action by carriers and/or TPA.

### **SENIOR CASUALTY CLAIMS EXAMINER | GLOBAL INDEMNITY GROUP, INC. | BALA CYNWYD, PA | 2004 - 2010**

Advanced technical position responsible for handling the most serious claims involving complex coverage issues and injuries nationwide.

### **LIABILITY SUPERVISOR | SPECIALITY RISK SERVICES, INC. | PHILADELPHIA, PA | 2001 - 2004**

Responsible for directing defense counsel in the Mid-Atlantic region. Litigated cases involving labor practices, product liability, auto liability, dram shop, premises liability and sexual abuse. Performed job functions with a high level of autonomy.

### **SENIOR CLAIMS REPRESENTATIVE | PROGRESSIVE INSURANCE COMPANY | BENSALEM, PA | 1994 - 2001**

Responsible for the adjustment of injury claims involving attorneys and managed cases through trial.

### **LITIGATION SPECIALIST | HOME INSURANCE COMPANY | PHILADELPHIA, PA | 1990 - 1994**

Applied knowledge of insurance coverages, law and claims techniques to effect disposition of cases. Consulted with the Litigation Manager on an as-needed basis to expedite the claims process.

### **CLAIM SUPERVISOR | COMMERCIAL UNION INSURANCE COMPANY | PHILADELPHIA, PA | 1986 - 1990**

Supervised the investigation and adjustment of automobile, general liability, product liability, workers' compensation and homeowner claims, both personally and through a team of adjusters.

**SENIOR CLAIMS REPRESENTATIVE | KEMPER GROUP | PHILADELPHIA, PA | 1982 – 1986**

Responsible for all aspects of general liability and automobile claims.

**EDUCATION AND CONTINUING EDUCATION**

**TEMPLE UNIVERSITY**

- Candidate for Bachelors of Science in Marketing

**INSURANCE SOCIETY OF PHILADELPHIA COURSEWORK**

- ADR Mediation and Arbitration
- Customer Services in the Industry
- Hold Harmless and Indemnity Agreements
- Insurance Coverage and Bad Faith
- Ethics, Morality and the Insurance Professional

**CERTIFICATIONS AND LICENSES**

**CERTIFIED IN WORKERS' COMPENSATION LAWS**

- Licensed in NC, FL, CT, WV, RI, TX, KY, WY AND LA