



CAMILA WOLFE

Claims Trainee

CONTACT INFORMATION



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Ponca City, OK 12345

KEY SKILLS

- Xactimate
- Claims management software
- ISO policy forms
- Fair claims practices regulations
- Reserve analysis
- Liability determination
- Microsoft Excel
- Property damage assessment
- Investigation report writing

CERTIFICATIONS

- Resident Adjuster License, Oklahoma Insurance Department, Oklahoma Insurance Department, 2024

ABOUT ME

Claims professional with 3 years of experience maintaining a 98.8% regulatory compliance score across 444 claim files by adhering to fair claims practices regulations and State Department of Insurance requirements. Holds a Resident Adjuster License and uses Xactimate and claims management software to draft loss summaries, conduct reserve analysis, and close an average of 37 claims per month on routine property and auto losses.

PROFESSIONAL EXPERIENCE

Claims Trainee

Cimarron Prairie Insurance Group, Ponca City, OK | 2024 - Present

- Maintained a 98.8% regulatory compliance score on all claim files by adhering to fair claims practices regulations and State Department of Insurance requirements across 444 claims in 12 months.
- Closed an average of 37 claims per month on routine property and auto losses, completing liability analyses and settlement recommendations within 14 days per file.
- Reduced litigation referrals from 9 cases per quarter to 4 by identifying coverage disputes early and presenting reserve recommendations to senior adjusters within 72 hours.
- Analyzed investigation findings on property damage claims using Xactimate, drafting loss summaries and reserve adjustment memos for supervisor review.

Claims Support Specialist

Kaw Valley Mutual Insurance, Stillwater, OK | 2023 - 2024

- Entered and tracked 246 new claim files in claims management software during the first 8 months, ensuring each file met documentation standards before adjuster assignment.
- Gathered weather data, loss scene photographs, and witness statements for 31 property claims per month, cutting average file assembly time from 4.5 hours to 2.6 hours.
- Reviewed ISO policy forms and coverage declarations to flag potential coverage gaps, escalating 16 cases to supervisors over a 6-month period.

EDUCATION

Bachelor of Business Administration Business Administration

Northwestern Oklahoma State University, Alva, OK | 2019 - 2023