

MARTISA ROGERS

502-813-1358 * ROGERSMARTISA@YAHOO.COM
4700 TREE ISLAND COURT #203, LOUISVILLE, KY 40216

INSURANCE OFFICE SUPPORT PROFESSIONAL

Receptionist... Administrative Assistant... Clerk

Top-performing office assistant with a reputation for being a cooperative team-player, skilled at encouraging others, passionate and efficient, seeking a fulltime position within a general business or insurance environment.

SELECTED ACCOMPLISHMENTS

- Upon my departure with previous employer, I was given the opportunity as **Assistant Claims Manager**.
- Prior to that, my acquired abilities were demonstrated throughout the Group in Cross-Training

WORK EXPERIENCE

R H Clarkson Insurance Group – 2001 to 2009

Executed daily operations of Claims, responsible for generation policy reports for reviewing by the CFO, notified Insurance Carriers of changes in property affecting insurance coverage, successfully handled 15 phone lines, Assisted project managers with various tasks.

EDUCATION

Earned Credits(46), Worked towards Executive Secretary Diploma, 1988-1990
SULLIVAN UNIVERSITY-LOUISVILLE, KY

COMPUTER SKILLS

- Microsoft Office Software
- Applied Systems(TAM)