

CURRICULUM VITAE

KAYE SANTOS

EDUCATION

Miriam College, Philippines
General Ed

University of the Philippines
General Ed

Glendale Career College

PROFESSIONAL EXPERIENCE

TIG Insurance Company 1994-1995

Lead Data Entry.

Tokio Marine Management, Inc. 1996-2007

Administrative/Claims Assistant - Product Liability/Commercial Lines Auto.

Claims Adjuster - Commercial Lines Auto. Handled large volume of auto claims, multi-state commercial lines. Handled collision, property damage claims and injury related claims.

Fong Brothers Company 2007-2009

Project Coordinator - Commercial and Residential.

Claims Resource Management, Inc. 2009-Present

Claims Analyst. Investigation and adjustment of claims including auto liability, taxi, general liability, bodily injury, property damage and construction defect.

PROFESSIONAL EDUCATION

Insurance Classes, Continuing Education
Legal Secretary, Continuing Education
Team Building and Leadership Seminars
Time Management and Organizational Skills Seminars