

CURRICULUM VITAE

KIMBYRLY M. VALIS

EDUCATION

Academy of Art University

Bachelor's Degree – Motion Picture

PROFESSIONAL EXPERIENCE

BackStreet Investigations/Productions 1998-2003

Apprentice Investigator. Worked surveillance. Assisted in research/development of news stories for Fox Files, Fox Undercover and others.

September Films 2000-2001

Production Coordinator.

A-List Entertainment 2001-2002

Executive Assistant to President. Production Coordinator.

Independent Contractor/Self-Employed 2001-2003

Script Reader for product placement agencies, literary agencies, production companies, independent film producers and film students.

Zurich NA 2003-2005

Administrative Claim Assistant, Construction Defect Claims.

Zurich NA 2005-2008

Administrative Team Manager, Construction Defect Claims. Supervised Claim Assistants.

Claims Resource Management, Inc. 2008-Present

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

PROFESSIONAL EDUCATION

Notary Public.

ACHIEVEMENTS

Zurich NA: Received six Bronze Awards, four "Awesome" Customer Service Awards, Gulf Coast ADR Program, CA Role Redesign SIG Initiative and authored detailed Construction Defect procedures manual.