

Ashley Schmidt

Independent Agent - Secure American Insurance

Brighton, CO 80601
enaschmidt@msn.com
(303) 550-3540

Customer-service focused, experience as a claims assistant working in auto, property and worker's comp claims, able to multi-task and organized

Work Experience

Independent Agent

Secure American Insurance
January 2017 to Present

Marketing, networking, customer service and selling policies.

Sales and Administrative Assistant

CCH Furniture
January 1998 to January 2014

worked from home, provided customers with professional and excellent customer service, made appointments for customers to come and purchase furniture and anything else that I was able to do in order to help out.

Claims Assistant

CCH Furniture
January 2006 to January 2008

Sent form letters regarding auto claims to the state, filed, answered phones, issued payments, set up payment schedules, and any other duties I was asked to complete.

Claims Assistant

CCH Furniture - Greenwood Village, CO
January 2005 to January 2006

Handled phone calls to and from insureds, claimants, attorneys and anyone else, sent form letters to insureds, claimants, attorneys and other insurance companies, filed paperwork, sent payments to our insureds.

Medical Only Adjuster and Claims Assistant

CCH Furniture - Meridian, CO
January 2002 to January 2005

Handled medical only claims, verified coverage, determined eligibility, assisted worker's compensation adjusters, sent letters to state offices, claimants and insureds and any other duties that I was asked to do.

Education

Bachelor's in Communications

Regis University - Denver - Denver, CO

2016

Associate of Applied Science in Travel and Tourism Management

Arapahoe Community College

1996

Skills

CUSTOMER SERVICE, RECEPTIONIST, RETAIL SALES, MARKETING, NETWORKING

Additional Information

SKILLS

Conflict Management, excellent customer service, customer service, insurance, letters, Marketing, networking, policies, selling, phones