

Shirley Moreno

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SUMMARY

**Strong analytical skills. Commitment to providing excellent customer service
A self starter. Detail-oriented. Team player**

**Extensive experience in insurance office operations such as claims,
underwriting, records and administrative jobs**

SKILLS

Strong verbal and written communication skills

Strong analytical skills

**Recording, processing, analysis, reconciliation, reporting and resolution
abilities**

Team player

EXPERIENCCE

Life Claims Examiner - Foresters Financial 2018-2022

- Reviewed and approved death claims on a timely manner
- Analyzed accuracy of documents
- Reviewed medicals and other related issues
- Communicated with clients
- Assisted in month-end closing process. Reconciling Accounts

Sr. Administrative Assistant- Claims- Foresters Financial 2014 - 2018

- Data entry, documentation, reconciliation, analysis
- Workflow monitoring, assignment and scheduling
- Customer Service

Administrative Assistant /Coordinator – Primerica Financial Services 2005-2014

- **Monitor underwriting incoming and outgoing transactions**
- **Customer Services**
- **Pay medical doctors and other related expenses**
- **Office supplies management**

Financial Analyst – Primerica Financial Services 2003-2005

- **Recording, analyzing and reconciling financial data.**
- **Coordinates with different departments on various discrepancies and financial transactions.**

EDUCATION

- **Bachelor's degree of Science – Major in Accounting - University of Pangasinan -1978**
- **Fellowship – FLMI 2020**
- **Certified ALU - 2013**