

# PAUL B. DIX, JR.

## OBJECTIVE

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To make a valuable contribution of knowledge, skills and experience within the insurance industry with a primary focus on property claims.

## STRENGTHS

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- ❖ Excellence in customer service and public relations in interviewing, listening and providing a clear explanation of policy terms and coverages.
- ❖ Extensive policy knowledge in personal lines and commercial lines.
- ❖ History of excellence, goal setting, & analytical skills.
- ❖ Ability to work with insureds throughout the claims handling process.

## POLICY KNOWLEDGE

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Homeowner's Insurance (HO-3, HO-5, Manufactured Home), Renter's Insurance (HO-4), Rental Dwelling, Condo Unit Owner's (HO-6), Inland Marine, Boat, DP-3, PLUP, et al.

## SUMMARY OF QUALIFICATIONS

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- ❖ Performed field underwriting duties for auto, life, health, fire and homeowner's insurance. Was entrusted with binding authority on insurance contracts by State Farm Insurance Company.
- ❖ Made initial contact and set appointments with policyholders. Interviewed policyholders to determine needs and concerns. Discussed/determined coverage, assessed damage, isolated causes of loss, wrote estimates, and settled claims. Possessed a \$25,000 check writing authority with Farmers Insurance.
- ❖ Conducted approximately 5000 real property inspections/re-inspections, including single-family homes, duplexes and apartments. Evaluated quality of construction and condition. Prepared narrative and photographic documentation.
- ❖ Worked on the Nationwide State Farm Sub-Sweeps Project involving analytical review of vehicle claim files for potential revenue recovery.

## WORK EXPERIENCE

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**2006-2013**      *Senior Property/Field Claims Adjuster*  
Foremost/Farmers Insurance Company - Palm Springs, CA

## **EDUCATION**

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**1992 - 1994      Sonoma State University (Rohnert Park, CA)**

*Bachelor of Arts Degree / Economics & Marketing*

**1989 - 1992      Santa Rosa Junior College (Santa Rosa, CA)**

*Associate of Arts Degree / High Honors Graduate*

## **LICENSES**

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- ❖ California Dept of Insurance Public Adjuster (License No. 2801109)
- ❖ California Dept of Insurance Property/Casualty Agent
- ❖ California Dept of Insurance Life Agent
- ❖ California Dept of Insurance Accident/Health Agent
- ❖ California Dept of Real Estate Broker

## **COMPUTER PROFICIENCIES**

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Microsoft Office, Exactimate, Symbility, Internet competent

## **LANGUAGES**

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Fluent in English and Russian. Conversational Spanish.

## **VOLUNTEER EXPERIENCE**

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2005 – Present      San Bernardino County Sheriff Search & Rescue Team

## **INTERESTS & ACTIVITIES**

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Swimming, Canoeing, Weight Lifting, Hiking, Biking, Traveling