



## **LISE CHAPMAN**

**Support Staff**

**claims@csadjusters.com**

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- YEARS EXPERIENCE** • 35 years                      **LANGUAGES** • French, English
- EXPERIENCE** • Assistant to Municipal Control Adjuster (9 years)
- MUNICIPAL CLAIMS** • Receive new assignments from Public Works, Leisure Services, EMS, Frank Cowan Company, Guarantee Company and other Municipal Insurers
- Completing letters regarding Municipal Act/Statute, denials, closing notices
  - Completing Reports for City Staff and Insurers
    - Liability                      - Property                      - Non Jurisdiction
    - Accident Benefits       - Bodily Injury               - Contractor
    - Automobile               - Direct Compensation - E & O
  - Catastrophic Losses
    - Organization of files - Reports       - Summaries
  - Considerable knowledge of audits and inputting of data
- DUTIES**
- Data input in Claim System
  - Inputting of fees, time and expense
  - Dicta-typist – typing reports, letters
  - Completing various Insurance Forms
  - Receptionist duties
  - Accounting duties – Bank deposits and Receivables
  - Mail/Courier
  - Inventory control
- SOFTWARE KNOWLEDGE**
- Corel WordPerfect Suite 9
  - Microsoft Word
  - Microsoft Excel
  - Microsoft Windows ME
  - Microsoft Windows XP / VISTA
  - Microsoft Outlook
  - Microsoft Internet Explorer
- COMPUTER MACHINE KNOWLEDGE**
- DELL Personal Computer
  - SHARP MX 2300N, HP Laserjet 2550N
  - Fax Machine, Scan, Photocopier, Dictaphone etc.
- EMPLOYMENT**
- Present       - Canadian Shield Adjusters
  - 1997 - 2004 - SCS Insurance Adjusters Limited
  - 1990 - 1997 - Crawford Insurance Adjusters
  - 1979 - 1989 - AXA Insurance Company
  - 1976 - 1979 - Department of Veterans Affairs
  - 1974 - 1976 - Town of Valley East
- EDUCATION**
- Ontario Insurance Institute – Principals & Practices
  - Graduated SSGD – École Secondaire Hanmer