

# Reese King

## Insurance Data Entry Clerk

Meticulous Insurance Data Entry Clerk with 6 years of experience supporting claims processing and provider network updates. Known for high-volume claim validation and ensuring strict compliance with policy and regulatory requirements.



### KEY SKILLS

- Claim intake systems
- Compliance and auditing
- CRM platform data import
- Data validation tools
- Excel and SharePoint
- Insurance code sets
- Regulatory recordkeeping



### EDUCATION

Bachelor of Science (B.S.) in Finance | Rutgers University, Newark, NJ  
May 2017



### PROFESSIONAL EXPERIENCE

Data Entry Clerk – Claims Division

Harbor Mutual Insurance | Newark, NJ, | February 2020 – Present

- Enters and verifies 2,500+ health and auto insurance claims per month with 99.95% accuracy
- Flagged recurring claim mismatches tied to a provider network update, reducing downstream rejection rates
- Implemented batch entry template that reduced claim submission time by 20% for high-volume periods

Policy Records Assistant

Liberty Direct Plans | Jersey City, NJ, | January 2018 – January 2020

- Updated policyholder records across three lines of insurance, ensuring clean data for underwriters and adjusters
- Supported rollout of new CRM system by prepping and uploading 8,000+ legacy records
- Identified policy anomalies that triggered internal review, helping catch coverage issues early



### CERTIFICATIONS

- Licensed Insurance Support Professional, National Insurance Academy, March 2021