

Jason W. Crews

jason.crews3@verizon.net

EDUCATION

University of Miami, Tampa, FL;

Paralegal Studies Certificate, 2009

- Coursework in legal terminology, legal writing, interviewing, investigations and legal research
- Substantive courses in Contracts, Torts and Civil Procedure
- Document preparation including pleadings, correspondence, discovery, memorandum, demands and motions. Received instruction and feedback from practicing attorneys.

University of South Florida, Tampa, FL;

Bachelor of Arts, 2004

- Major: Communications
- Minor: History

RELEVANT WORK EXPERIENCE

United Healthcare, Oldsmar, FL

2008 – Present

Claims Processor

- Determining coverage through review of benefits policy and medical notes and codes.
- Investigating eligibility and coordination of benefits issues.
- Researching healthcare provider contracts to determine reimbursement rates.

Mercury Insurance Group, Clearwater, FL

2005 – 2008

Casualty Adjuster

- Investigating insurance claims to determine cause, scope, and extent of damages, liability and subrogation potential.
- Evaluating, negotiating and settling bodily injury claims with claimants and attorneys, including written and verbal correspondence.
- Interpreting company's insurance policy as applicable to appropriate exposures.
- Coordinating with outside vendors for necessary claims services.
- Interviewing involved parties and reviewing police reports.
- Documenting all claim activity and maintain claim diary.
- Coordinating with multiple departments to ensure proper file handling.
- Guiding policyholder through claim process to ensure understanding.

Carlton Fields, P.A., Tampa, FL

1998 – 2002 & 2004

Conflicts Coordinator

Office Services Clerk

- Maintaining the firm's ethical screen conflicts database for 200+ attorneys in six offices.
- Working directly with attorneys and support staff, assisting in the opening of new matters, and cataloging records relating to billing and new file acquisitions.
- Office supplies for large office, including supply stocking, ordering, reserve maintenance and delivery.
- Sorting, routing and delivery of all incoming correspondence for 75+ attorney office, including faxes, interoffice mail, postal service, messenger services, FedEx, etc.
- Coordinating with off-site storage facility for maintenance of closed file archives.

Butler Pappas, P.A., Tampa, FL

2003

File Clerk

- Constructing and maintaining litigation files for insurance defense firm.
- Ensuring all pleadings and motions were properly organized and prepped for trial
- Copy and fax duties

SKILLS AND QUALIFICATIONS

Westlaw and Lexis knowledgeable

Proficient in Medical Coding

Proficient in all Microsoft Office applications

State of FL All Lines Adjuster License

FULL WORK HISTORY AND REFERENCES AVAILABLE UPON REQUEST