

## CURRICULUM VITAE

SUSANNE CONROY O'KEEFE

### PROFESSIONAL EXPERIENCE

**Schick Laboratories** 1985-1987

Accounting Clerk.

**K&M Company** 1987-1992

Accounting Administrator to the Controller.

**David Briggs, CPA** 1992-1994

Office Administrator. Executive Assistant.

**Claims Resource Management, Inc.** 1994-Present

Claims Analyst. Investigation and adjustment of claims including auto liability, general liability, bodily injury, property damage and Workers' Compensation. Executive Assistant.



### PROFESSIONAL EDUCATION

Insurance Institute of America - Insurance 21

Insurance Institute of America - Insurance 22

Insurance Institute of America - Insurance 23

Associate in Claims - 33

### PROFESSIONAL DESIGNATION

Certificate in General Insurance

**claims resource management, inc.**  
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