

## CURRICULUM VITAE

SUSANNE O'KEEFE

### PROFESSIONAL EXPERIENCE

#### **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. Deductible, self-insured retention, and indemnity and defense contribution collection. Executive Assistant.



#### **David Briggs, CPA** 1992-1994

Office Administrator. Executive Assistant.

#### **K&M Company** 1987-1992

Accounting Administrator to the Controller.

#### **Schick Laboratories** 1985-1987

Accounting Administrator to the Controller.

### PROFESSIONAL EDUCATION

The Institutes, formerly Insurance Institute of America:

Insurance 21

Insurance 22

Insurance 23

Associate in Claims - 33

### PROFESSIONAL DESIGNATION

Certificate in General Insurance

**claims resource management, inc.**  
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