

Anna Walters

Objective To secure employment with a progressive company in the administration of their Workers' Compensation program.

Experience

2005-Present City Auction House Austin, TX
Workers' Comp administrator /Safety Coordinator /Payroll Coordinator

- Responsible for administration of Workers' Compensation claims. Investigate, manage and resolve claims. Responsible for the development of the Self Insured Workers' Comp program. Manage claim database, return to work and transitional work programs.
- Work with the BWC, Industrial Commission, MCO, TPA, medical providers and legal counsel in the administration of claims. Assisted with the application and approval of right to be a Self Insured employer.
- Responsible for company safety program, investigating incidents and compliance with OSHA regulations. Developed and implemented safety training programs and developed the company's Safety Committee. Maintain the OSHA log, generate required reports and attend safety seminars. Enrolled in the Safety Council, earning a 4% rebate on premiums.
- Responsible for Cash payroll of over 200 employees. Generate weekly paychecks; maintain personnel files and employee database.
- Assist Human Resource manager with full time and part time employee payroll, drug free workplace program and miscellaneous HR functions. Responsible for daily time card maintenance and reports to all departments for accurate tracking of employee's hours.

1982-2005 Nolan & Assoc. Austin, TX
Office Manager and Claims Examiner

- Managed a Workers' Compensation Claim Service assisting Attorneys and Employers with claim processing.
- Claims Examiner responsible for claim reviews, processing BWC and IC forms and resolving problems within claims.
- Supervised office staff, responsible for customer service, A/P, A/R and payroll.
- Developed computer systems for billing, generating reports and correspondence.

Education Austin City High School, Austin, TX
Graduate 1980

- General Studies

Beauty Academy 1980 – 1981

- Managers Cosmetology license obtained 1981.

Essentials of Safety I - June 2005

- 14 hour OSHA approved course conducted by American Safety Training Inc.

Bureau of Workers' Compensation Safety and Hygiene 2005