

Jacob C. Baum

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Adjuster with six years of experience handling third and first party automotive bodily injury claims involving complexities ranging from representation to serious injuries and fatalities. Paralegal background.

PROFESSIONAL EXPERIENCE

STATE FARM MUTUAL AUTOMOBILE INSURANCE COMPANY

Tempe, AZ

Claim Specialist

March 2019–April 2025

- Conducted factual and coverage investigations to determine liability and how the policy applied to a set of facts.
- Evaluated damages ranging in complexity from minor soft tissue injuries to fatalities.
- Negotiated settlement with attorneys, pro se claimants, and pro se insureds.
- Handled complex litigation files with defense counsels; sometimes, involving multiple counsels representing the insureds and the company separately.
- Addressed claims as part of a first party remediation project in Kentucky as part of a class action suit against the company.

JOHNSON MARK LLC

Phoenix, AZ

Admin. Assistant

May 2018–March 2019

- Processed incoming mail and payments from defendants.
- Processed documents for entire case lifecycle for Arizona cases.
- Processed default judgements for Oregon cases.

GURSTEL LAW FIRM PC

Scottsdale, AZ

Admin. Assistant

March 2016–December 2017

- Drafted and submitted complaints, application for default judgements, entry for default judgments, and garnishment discharges.
- Handled various special projects including substitution of several thousand cases and processing several thousand client affidavit into the system.

EDUCATION

PHOENIX COLLEGE

Phoenix, AZ

Paralegal Certificate

2015

- GPA 4.0

ARIZONA STATE UNIVERSITY

Tempe, AZ

Bachelor of Science in Political Science

2013

- GPA 3.6 with Civil Education Certificate.
- *Magna Cum Laude*, membership in Pi Sigma Alpha and the National Society of Collegiate Scholars.

SKILLS

- Inquisitorial investigative strategy.
- Candid negotiation strategy.
- Advanced computer literacy.
- Familiarity with Linux (Bash, Vim, L^AT_EX, etc.)
- Familiarity with Microsoft Office (Word, Excel, PowerPoint).